

1-1-1995

1995-1996 Nova Southeastern University Undergraduate Programs Catalog

Nova Southeastern University

Follow this and additional works at: http://nsuworks.nova.edu/far_ugcoursecatalogs

 Part of the [Arts and Humanities Commons](#), [Higher Education Commons](#), and the [Physical Sciences and Mathematics Commons](#)

NSUWorks Citation

Nova Southeastern University, "1995-1996 Nova Southeastern University Undergraduate Programs Catalog" (1995). *Undergraduate Programs Course Catalogs*. Paper 21.
http://nsuworks.nova.edu/far_ugcoursecatalogs/21

This Course Catalog is brought to you for free and open access by the NSU Course Catalogs and Course Descriptions at NSUWorks. It has been accepted for inclusion in Undergraduate Programs Course Catalogs by an authorized administrator of NSUWorks. For more information, please contact nsuworks@nova.edu.

N O V A S O U T H E A S T E R N
U N I V E R S I T Y

Undergraduate Programs

C A T A L O G
1 9 9 5 • 1 9 9 6



THE JAMES M. FARQUHAR CENTER

Nova Southeastern University

The James M. Farquhar Center for Undergraduate Studies

**College of Professional and Liberal Studies
College of Career Development**

**1995-96 Catalog
Published July 1995**

Policies and programs in this catalog are effective through June 1996. Regulations and requirements, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova Southeastern University administration.

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin.

Nova Southeastern University is a member of the American Association of Colleges for Teacher Education.

Nova Southeastern University is committed to providing an educational environment that encourages students to be the best they can be. Historically, Nova has provided quality education through a diverse array of delivery systems ranging from the traditional to state-of-the-art electronic technologies. Consistent with our mission statement, we prepare students for leadership roles in the professions and provide support for research and community service while maintaining an environment fostering creativity and innovation. We recognize that as Will Rogers once noted, "even if you're on the right track, if you just sit there you'll get run over."

Given our commitment to providing educational opportunities that prepare tomorrow's professionals to serve optimally their professions, clients, and society, it is essential that curricula be designed at each level to effectuate this mission. Tomorrow's professionals must possess not only the traditional attributes--expertise, ethical sensibilities, and commitment to furthering professional and societal values--but also the capacity to utilize contemporary technology, apply and appreciate relevant findings and approaches of other disciplines, and to operate in a culturally diverse milieu.

Nova Southeastern's goal is to maintain and enhance the array of professional schools and concomitant programs required to fulfill its mission. It must support, enhance, and expand existing professional centers and, where appropriate, reorganize University components to facilitate synergy and enhance the education of professionals. We believe that education is not merely a means to an end, but is itself intrinsically valuable. Accordingly, the time spent at Nova Southeastern by students, faculty, and staff should be informative, exciting, and rewarding.

We welcome you in joining in our common mission of creating the best possible educational setting.

Ovid C. Lewis
President

CONTENTS

ACADEMIC CALENDAR	iv
NOVA SOUTHEASTERN UNIVERSITY	2
THE FARQUHAR CENTER	3
PROFESSIONAL AND LIBERAL STUDIES	26
PROGRAMS OF STUDY	37
CAREER DEVELOPMENT STUDIES	70
PROGRAMS OF STUDY	80
COURSE DESCRIPTIONS	118
FACULTY AND ADMINISTRATIVE STAFF	168
ABOUT NOVA SOUTHEASTERN UNIVERSITY	180
INDEX	199

ACADEMIC CALENDAR

FALL 1995

	Professional and Liberal Studies	Career Development	Computer and Information Sciences
Registration	July 31	July 31	July 31
Late Registration	After Aug. 14	After Aug. 14	After Aug. 14
New Student Orientation	Aug. 20-24		
Classes Begin	Aug. 25	Aug. 26	Aug. 26
Change of Registration (prior to 2nd week)	Aug. 25-31	Aug. 26-Sept. 1	Aug. 26-Sept. 1
LABOR DAY - University Closed	Sept. 4	Sept. 4	Sept. 4
ROSH HASHANAH - University Closed	Sept. 25	Sept. 25	Sept. 25
Night Classes Meet			
YOM KIPPUR - No Night Classes		Oct. 3	Oct. 3
University Closed	Oct. 4	Oct. 4	Oct. 4
Night Classes Meet		Oct. 9	Oct. 9
End of Withdrawal (prior to 7th week)	Oct. 6		
Classes End	Oct. 20	Oct. 24	Oct. 24
Registration	Sept. 25-Oct. 17	Sept. 25-Oct. 18	Sept. 25-Oct. 18
Late Registration	Oct. 17-23	Oct. 18-24	Oct. 18-24
Classes Begin	Oct. 24	Oct. 25	Oct. 25
Change of Registration (prior to 2nd week)	Oct. 24-31	Oct. 25-Nov. 1	Oct. 25-Nov. 1
Winter Registration			
Late Registration	Nov. 13-17		
THANKSGIVING - University Closed	After Nov. 17	Nov. 22-24	Nov. 22-24
Saturday classes meet		Nov. 25	
End of Withdrawal (prior to 7th or 15th week)	Dec. 1	Dec. 8	Dec. 8
Classes End	Dec. 15	Dec. 22	Dec. 22

ACADEMIC CALENDAR

WINTER 1996

	Professional and Liberal Studies	Career Development	Computer and Information Sciences
Registration	Nov. 27-Dec. 16	Nov. 27-Dec. 16	Nov. 27-Dec. 16
Late Registration	After Dec. 16	After Dec. 16	Dec. 16
New Year's Day - University Closed	Jan. 1	Jan. 1	Jan. 1
Classes Begin	Jan. 8	Jan. 8	Jan. 8
Change of Registration (prior to 2nd week)	Jan. 8-13	Jan. 8-13	Jan. 8-13
MARTIN LUTHER KING DAY - University Closed	Jan. 15	Jan. 15	Jan. 15
End of Withdrawal (prior to 7th week)	Feb. 14	Feb. 19	Feb. 19
Classes End	Feb. 28	March 4	March 4
Registration	Feb. 1-23	Feb. 5-26	Feb. 5-26
Late Registration	After Feb. 25	After Feb. 26	After Feb. 26
Classes Begin	March 4	March 5	March 5
Change of Registration (prior to 2nd week)	March 4-8	March 5-11	March 5-11
SPRING BREAK	April 1-8	April 2-6	April 2-6
GOOD FRIDAY - University Closed	April 5	April 5	April 5
Fall Registration Continuing Students	April 15-19		
End of Withdrawal (prior to 7th or 15th week)	April 17	April 20	April 20
Classes End	May 1	May 4	May 4

SPRING/SUMMER 1996

Registration	April 8-26	April 8-26	April 8-26
Late Registration	After April 26	After April 26	After April 26
Classes Begin	May 6	May 6	May 6
Change of Registration (prior to 2nd week)	May 6-10	May 6-10	May 6-10
MEMORIAL DAY - University Closed	May 27	May 27	May 27
End of Withdrawal (prior to 7th week)	June 12	June 15	June 15
Classes End	June 36	June 29	June 29
Registration		June 3-June 21	June 3-June 21
Late Registration		After June 21	After June 21
Classes Begin		July 1	July 1
Change of Registration (prior to 2nd week)		July 1-6	July 1-6
INDEPENDENCE DAY - July 4 UNIVERSITY CLOSED		July 4	July 4
End of Withdrawal		Aug. 10	Aug. 10
Classes End		Aug. 24	Aug. 24

1995

JANUARY	MAY	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5 6	1 2
8 9 10 11 12 13 14	7 8 9 10 11 12 13	3 4 5 6 7 8 9
15 16 17 18 19 20 21	14 15 16 17 18 19 20	10 11 12 13 14 15 16
22 23 24 25 26 27 28	21 22 23 24 25 26 27	17 18 19 20 21 22 23
29 30 31	28 29 30 31	24 25 26 27 28 29 30
FEBRUARY	JUNE	OCTOBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1 2 3	1 2 3 4 5 6 7
5 6 7 8 9 10 11	4 5 6 7 8 9 10	8 9 10 11 12 13 14
12 13 14 15 16 17 18	11 12 13 14 15 16 17	15 16 17 18 19 20 21
19 20 21 22 23 24 25	18 19 20 21 22 23 24	22 23 24 25 26 27 28
26 27 28	25 26 27 28 29 30	29 30 31
MARCH	JULY	NOVEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1 2 3 4
5 6 7 8 9 10 11	2 3 4 5 6 7 8	5 6 7 8 9 10 11
12 13 14 15 16 17 18	9 10 11 12 13 14 15	12 13 14 15 16 17 18
19 20 21 22 23 24 25	16 17 18 19 20 21 22	19 20 21 22 23 24 25
26 27 28 29 30 31	23 24 25 26 27 28 29	26 27 28 29 30
	30 31	
APRIL	AUGUST	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2
2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9
9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16
16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23
23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28 29 30
30		31

1996

JANUARY	MAY	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3 4	1 2 3 4 5 6 7
7 8 9 10 11 12 13	5 6 7 8 9 10 11	8 9 10 11 12 13 14
14 15 16 17 18 19 20	12 13 14 15 16 17 18	15 16 17 18 19 20 21
21 22 23 24 25 26 27	19 20 21 22 23 24 25	22 23 24 25 26 27 28
28 29 30 31	26 27 28 29 30 31	29 30
FEBRUARY	JUNE	OCTOBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1	1 2 3 4 5
4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12
11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19
18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26
25 26 27 28 29	23 24 25 26 27 28 29	27 28 29 30 31
	30	
MARCH	JULY	NOVEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6	1 2
3 4 5 6 7 8 9	7 8 9 10 11 12 13	3 4 5 6 7 8 9
10 11 12 13 14 15 16	14 15 16 17 18 19 20	10 11 12 13 14 15 16
17 18 19 20 21 22 23	21 22 23 24 25 26 27	17 18 19 20 21 22 23
24 25 26 27 28 29 30	28 29 30 31	24 25 26 27 28 29 30
31		
APRIL	AUGUST	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28
28 29 30	25 26 27 28 29 30 31	29 30 31



NOVA SOUTHEASTERN UNIVERSITY

MISSION

Nova Southeastern University provides educational programs of distinction from prekindergarten through the doctoral level at times and in locations convenient to students, prepares students for leadership roles in business and the professions, encourages research and community service, and fosters an atmosphere of creativity and innovation utilizing technology where appropriate.

Approved by the Board of Trustees
June 22, 1992

Nova Southeastern University provides quality education leading to the bachelor of science or bachelor of arts degree. Undergraduate Studies at Nova Southeastern are designed to produce students who think clearly, communicate effectively, understand new technology and ideas, and analyze and solve problems. Knowledge and skills are acquired in the areas of behavioral and social sciences, communications, humanities and arts, economics, science, mathematics, and technology. Moreover, students will specialize in a preferred area of concentration, preparing them to enter or advance in careers or continue with graduate studies.

Faculty and administration are sensitive and responsive to the needs of the individual. They are available to students throughout the day. Faculty are chosen because of their commitment to teaching and learning. They challenge students to excel in their studies and maintain an openness to new information. Students receive thoughtful academic and personal guidance by professional advisers. Classes are small and interactive.

At Nova Southeastern, students will have the advantage of studying at a major university with nationally recognized graduate programs and research. Eligible undergraduates who complete their bachelor's degree will have the opportunity to move directly into Nova Southeastern's graduate degree programs, which include an array of master's, educational specialist, and doctoral programs. Graduates will enter their chosen career or graduate program highly qualified; they will have acquired the skills, knowledge, and understanding necessary to excel in a rapidly changing international, multicultural, and technological society.

THE FARQUHAR CENTER MISSION

The Farquhar Center for Undergraduate Studies acknowledges and supports the diversity of its student population. We recognize that the social and economic challenges facing our community call for thoughtful and compassionate responses. Therefore, we commit the resources of this institution to the development of a four-year course of study that encourages students to establish socially and ecologically sound value systems and relationships. We believe that a responsible educational institution appreciates that learning is neither time bound nor attached to specific locations. Through the innovative use of technology and creative classroom formats, we will provide students with flexible and alternative contexts for learning. Holding to the belief that the *foundation* of the undergraduate experience lies in the face-to-face contact between students and teachers, we commit ourselves to support the small class setting as the primary venue for the exploration and examination of important issues of our time. We believe that a thorough, intelligent, and open exchange of ideas among members of our community, coupled with responsible interpersonal communication, is the best preparation for graduate and professional schools, and for considerate and reasonable behavior in the private and public spheres.

College of Professional and Liberal Studies

The College of Professional and Liberal Studies provides recent high school graduates a quality education leading to either the bachelor of science or the bachelor of arts degree. Students enroll in a general education program that combines an integrated curriculum of interdisciplinary core studies emphasizing effective writing, communication, and critical analysis, with a required distribution of courses in the areas of literature, art, history, science and technology, oral communication, and hemispheric and global diversity. The general education program is intended to help students think clearly, communicate effectively, understand new technologies, solve problems effectively, and appreciate the connections that bind us as individuals into a community and that enhance the quality of life. Equally important, students study and work in major fields that prepare them to enter careers or to continue with graduate studies. Students have the additional opportunity for instruction and guidance from faculty in graduate centers of Nova Southeastern University in the areas of business, education, behavioral sciences, law, oceanography, science, and computer science. This unique programming is made possible through individualized attention by a professional advising staff committed to optimal academic achievement.

Career Development

The College of Career Development has been designed for adults. Courses are offered in the evenings and on weekends on campus and at institutional, industrial, and other off-campus locations convenient to the student. Although course content meets traditional educational requirements, courses are scheduled to meet the needs of employed students and are taught by University professors as well as knowledgeable professionals in the community.

Most of the approximately 2,500 students currently enrolled in the Career Development Studies Program are employed and have families. They bring with them a mature, stable, and determined interest in enhancing themselves through acquiring new knowledge and skills. They have considerable practical experience and a desire to play an active role in their future education. As a diverse population of individuals, Career Development students establish support networks, helping each other succeed despite conflicting time demands and outside responsibilities. Collectively, their rich backgrounds bring an added source of knowledge and excitement to the educational environment.

Institute for Retired Professionals

In order to serve the special needs of the growing retirement community in South Florida, the Farquhar Center has established the Institute for Retired Professionals (IRP). The program focuses attention on how the educated person can creatively occupy newly found full-time leisure.

Modeled after the highly successful IRP at the New School for Social Research in New York City, Nova Southeastern's institute offers an opportunity for retired professionals to renew their education. Because of their varied interests and life experiences, IRP members act as teachers and students, thus sharing with and learning from one another. In the IRP, retirees from all walks of life explore new interests and directions.

The institute meets from mid-October through May, followed by a summer session of four to six weeks. Two different classes meet each day, one from 10:00 A.M. to 11:30 A.M. and the other from 12:30 P.M. to 2:00 P.M.

Discussion Groups and Seminars. During the week, there are discussion groups, seminars, and classes on a wide variety of subjects ranging from fine arts and music appreciation to politics, current events, self-awareness, and the law. The areas of study are chosen by the IRP membership, and group leaders and discussion leaders are members.

Lecture Series and Workshops. Members attend lecture courses and workshops conducted by Nova Southeastern University faculty and other experts exclusively given for the IRP. In addition, members are extended the privilege of auditing two undergraduate courses per year at no charge.

Field Trips, Social Gatherings, and Special Events. IRP members enjoy travel! Day field trips and weekend and week-long jaunts are planned by a committee. Some recent visits have included St. Augustine, Asolo State Theatre in Sarasota, the Edison Home in Fort Myers, and the Spoleto Festival in Charleston, South Carolina. IRP members enjoy parties! Luncheons and parties are planned and hosted by members.

Summer Program. Each year, a summer study program is designed to meet the membership's needs. In addition, a travel/study experience abroad is part of the program. Recent summer trips have included Israel and Egypt, as well as China and Russia.

Additional printed information is available about the IRP by calling (305) 475-7337 or 7036 and (800) 338-4723, Ext. 7337 or 7036, for non-local callers.

RESOURCES

The administrative offices of the Farquhar Center are located in the Parker Building, 3301 College Avenue, Fort Lauderdale, Florida 33314. The telephone number for the main campus is (305) 475-7360 or (800) 338-4723.

Campus and Off-Campus Locations

The main campus of Nova Southeastern University is southwest of Fort Lauderdale, Florida, approximately 10 miles inland from the Atlantic Ocean and is easily accessible from major U.S. and state highways, including I-95 and Florida's Turnpike. The Oceanographic Center is located on the south side of the marine entrance to Port Everglades at 8000 North Ocean Drive, Dania. The medical school is located at 1750 Northeast 167th Street, in North Miami Beach.

Libraries

The Albert and Birdie Einstein Library, located in the Parker Building, houses the University's major collection of books and journals in the humanities and sciences. Its more than 162,000 volume equivalents can be searched through the library's computer catalogue, considerably more sophisticated than the traditional card catalog. Also, more than 35 specialized indexes in CD-ROM format are available, as is dial-up access to the on-line catalog, and full text access to many databases, via the Electronic Library.

The Einstein Library is equipped to perform on-line literature searches using DIALOG information databases, and reference librarians will assist students in structuring searches.

The library is a member of SEFLIN and FLIN, cooperative library networks that speed access to materials from other institutions throughout Florida. The Einstein Library has also been named a cooperating library of the Foundation Center in New York, giving students access to a special collection for grants and foundation research.

Through the Distance Library Services Office, students off campus have access to books, journal articles, Educational Resources Information Center (ERIC) documents, interlibrary loans, database searches, and reference librarians specializing in services to remote student locations. Students may request materials 24 hours a day, using mail, phone, FAX, or home computer.

The William Springer Richardson Library, at Nova Southeastern's Oceanographic Center, houses a specialized collection of books and periodicals in physical, biological, and chemical oceanography.

The Health Professions Division Library is located at the North Miami Beach campus in the student Activities Building. It contains card and computerized catalogs of holdings, more than 11,000 book titles, 783 active journals, and more than 800 audio and video tapes. The library is a member of DOCLINE, which is the National Library of Medicine's online, interlibrary loan service, coordinating with medical libraries in the United States.

The University School Media Center maintains an integrated collection of print and nonprint materials designed for students from prekindergarten through high school.

The Law Library of the Shepard Broad Law Center, with a collection numbering more than 261,000 volume equivalents, contains the standard materials required for legal study and research. It is one of the few collections in the country designated as a depository for United Nations documents. It is also designated as a depository for state and federal documents.

Computing and Laboratory Facilities

Laboratory experience is available in electronics, computer science, and engineering, as well as in general physics and life science.

An "ethernet" computer network connecting individual computers and terminals to each other and to the university computing system has been established on campus allowing the development of a local area network for electronic interaction among students, faculty, and administration. Computing resources include several DEC VAX servers and SUN servers and workstations. Laboratories contain personal computers and Macintosh systems for student use. The UNIX operating system serves as the host for numerous computing and communication activities. Nova Southeastern University is a member of SURAnet and maintains a T1 connection to the Internet.

Academic Support Centers

Academic Support's Language Arts and Math Centers assist students with their writing assignments and skills in English grammar and structure, reading, studying, computer literacy, mathematics, accounting, and statistics. For the bilingual student, assistance in English language development is available. Staffed by writing and math specialists, as well as peer tutors, the centers provide a supportive environment for interactive sessions in which specialists and students collaborate on improving students' communication and mathematics skills. Computer assisted instruction and workshops on topics such as goal setting and time management, critical reading, text and lecture note taking, and test taking strategies are also available.

Textbooks

Textbooks should be purchased before the first class and are available at Nova Books, Inc., in the Rosenthal Student Center on campus. Textbooks are available for students at off-campus locations on the first day of class. For more information, call (305) 476-4750.

Housing

Nova Southeastern University offers a residential living program that is designed to meet the basic needs of students. Undergraduate students are housed in the newest four-story residence hall. This 304-bed facility offers double accommodations (two students) with a private bathroom. A limited number of singles are available on a first-come, first-served basis at additional cost. All rooms are furnished with twin beds, desks, dressers, chairs, shelving, and ample closet space. Rooms are cable TV-ready and are wired for computer hook-up. Air conditioning, heating, and local phone service are also included.

Located within the residence hall are a spacious lobby area, TV lounge, the Office of Residential Life, ample laundry facilities, the mailroom, a kitchen, two classrooms, a computer lab, and study lounges on every floor. All undergraduate residents residing in this residence hall are required to purchase a meal plan. Apartment-style housing is also available for married students.

For further information about housing and residential life, call the Office of Residential Life, (305) 475-7052 or (800) 541-6682, Ext. 7052.

Meal Plans

The University offers a meal plan that provides students with the convenience of eating in the dining hall on campus. Meal plans are available to all undergraduate students and are required for those residing in Goodwin Residence Hall. For additional meal plan information, call or write the Office of Residential Life, (305) 475-7052, or (800) 541-6682, Ext. 7052.

Students with Disabilities

Nova Southeastern University provides services to meet the needs of students with disabilities. Students having special needs should contact Caryn Asleson in the Student Advising Center at 475-7527 or (800) 338-4723, Ext. 7527, at least two weeks before the beginning of the first term of enrollment.

Cooperative Education

Cooperative Education is a program that enables students to get practical hands-on paid work experience and academic credit in a position directly related to the student's academic degree program. Students use their skills, ingenuity, and academic knowledge in career-related work, better preparing them for the competitive employment market after graduation.

Undergraduate students in a degree-seeking program are eligible for Cooperative Education if they meet the following criteria:

1. Earned cumulative GPA of 2.5 or higher.
2. Completed a minimum of 36 academic credit hours.
3. Agree to work 10 - 20 hours per week during a 16-week semester.

Interested students should inquire at the Career Resource Center on the first floor of the Horvitz Administration Building or call (305) 475-7504.

MEMBERSHIP

Nova Southeastern University is a member of the Florida Association of Colleges and Universities, the Independent Colleges and Universities of Florida, the American Council on Education, the College Entrance Examination Board, the Council for Adult and Experiential Learning, the Southeast Florida Educational Consortium, the American Association of Colleges for Teacher Education, and the Association of American Colleges. Programs in undergraduate education are approved by the Florida Department of Education.

ACCREDITATION

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin. Courses in education have program approval from the Florida Department of Education.

FINANCES AND STUDENT AID

TUITION AND FEE SCHEDULE FOR 1995-96

Application fee	\$ 25
Professional & Liberal Studies (nonrefundable)	\$ 25
Career Development (nonrefundable)	\$ 25
Registration fee (nonrefundable)	\$ 50
Late registration fee (nonrefundable)	\$ 50
Tuition deferment fee	\$305
Tuition (per credit hour) on campus	\$285
Tuition (per credit hour) off campus	\$ 50
Graduation fee	\$ 15
Laboratory fee (per credit)	
Materials fee (variable where applicable)	\$ 75
Student activities fee (per semester)	\$ 10
Student services fee (per semester)	\$ 50
Orientation fee	\$ 5
Transcript fee	\$125
Credit by examination (3 credits)	
Cap and gown rental (fee assessed at time of graduation)	

REGISTRATION

PROFESSIONAL AND LIBERAL STUDIES PROGRAM

Each semester at Nova Southeastern has a designated registration period that is listed in the *Schedule of Classes*. Students should schedule an appointment with their adviser once the *Schedule of Classes* becomes available in order to review their choice of classes. All students must have their student transaction forms signed by their adviser prior to completing the registration process. Students who register after the designated registration period will pay a late fee.

Priority registration is a service offered to our continuing Nova Southeastern students. Priority registration allows you to secure your classes before new students are allowed to register. Payment is not required at the time of priority registration. To qualify for priority registration, you must have no outstanding balance for the current semester. Winter priority registration is conducted in November, and fall priority registration is held in April.

To register in person, submit your completed Student Transaction Form to the Office of the University Registrar, Horvitz Administration Building, first floor. The office is open Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 6:00 p.m., and Saturday 9:00 a.m. to 12:00 noon. Tuition and fees must be paid at the time of registration to the Accounts Receivable Office, Horvitz Administration Building, first floor. Accounts Receivable is open Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 6:00 p.m., and Saturday 9:00 a.m. to 12:00 noon. The Student Transaction Form with payment for tuition and fees may also be mailed to the Office of the University Registrar, Nova Southeastern University, 3301 College Avenue, Fort Lauderdale, Florida 33314.

CAREER DEVELOPMENT PROGRAM

Each term at Nova Southeastern has a designated registration period. Any student who completes registration after the close of the official registration period will be assessed a late fee.

All students are assigned an adviser who will assist in the selection of appropriate courses. An adviser's signature is required on the Student Transaction Form in order to register for classes. The Student Advising Center is located on the third floor of the Parker Building. Advisers are available by appointment or on a walk-in basis.

To register in person, submit your completed Student Transaction Form to the Office of the University Registrar, Horvitz Administration Building, first floor. The office is open Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 6:00 p.m., and Saturday 9:00 a.m. to 12:00 noon. Tuition and fees must be paid at the time of registration to the Accounts Receivable Office, Horvitz Administration Building, first floor. Accounts Receivable is open Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 6:00 p.m., and Saturday 9:00 a.m. to 12:00 p.m. The Student Transaction Form with payment for tuition and fees may also be mailed to the Office of the University Registrar, Nova Southeastern University, 3301 College Avenue, Fort Lauderdale, Florida 33314.

PAYMENT POLICY

Nova Southeastern University requires that tuition for all courses be paid in full at the time of registration. Checks should be made payable to Nova Southeastern University. Students may choose to pay tuition and fees by cash, check, MasterCard, VISA, American Express, or Discover. To pay by charge card when mailing a registration, clearly print the account number and the expiration date in the designated area of the registration form.

Students receiving financial aid are allowed to consider certain types of loans and other aid, as confirmed on the financial aid computer, to satisfy their bills at registration, even though the aid or loans have not yet been physically disbursed to them or posted to their accounts.

Students eligible for employee-sponsored tuition reimbursement benefits may defer tuition payment until five weeks after the end of each course; however, at the time of registration, the student must submit postdated checks or future credit card authorizations (for processing five weeks after the end of the course) and furnish a statement of eligibility from the employer. There is a \$50 fee for this option; this fee and other charges (excluding tuition) must be paid at the time of registration.

Full-time undergraduates may also elect to pay in three installments: 50 percent of tuition plus all fees including \$50 fee for this option at registration, 25 percent 60 days after registration, and 25 percent 90 days after registration. Postdated checks or credit card authorizations for the two later payments must be provided at the time of registration.

Change of Registration

The Change of Registration Period is the first week of a term. A student may drop one course and add another course in its place during the first week of the term without a financial penalty by submitting a Student Transaction Form, available in the Registrar's Office. To add a course after the first class meeting, written permission must be obtained from the instructor or program adviser.

Withdrawal Period with a Refund

Students who wish to receive a refund of tuition upon withdrawal from a course must complete a Student Transaction Form, available in the Registrar's office. The following schedule will apply:

Professional and Liberal Studies Students:

- 100 percent refund: notice of drop in writing before the first class meeting
- 75 percent refund: notice of drop in writing by the end of the first week, regardless of class attendance
- 50 percent refund: notice of drop in writing by the end of the second week, regardless of class attendance.

No refund will be made after the end of the second week. The \$200 deposit paid in the Professional and Liberal Studies Program is not refundable.

Career Development Students:

- 100 percent refund: notice of drop in writing before the first class meeting
- 75 percent refund: notice of drop in writing before the second class meeting, regardless of class attendance
- 50 percent refund: notice of drop in writing before the third class meeting, regardless of class attendance.

Refunds will be based on the postmark date or the registrar's stamped date of written notification, not the last date of attendance. Fees other than tuition are not refundable.

To withdraw from a course after the refund period, see the Withdrawal policy on page 33.

Refund Policy for Students in the Paralegal/Legal Assistant Studies Program

Students are held financially responsible only for those courses taken. Students who wish to receive a refund of tuition upon dropping a course must complete an official Student Transaction Form. The following schedule will apply:

- 100 percent refund: before the first class meeting
- 75 percent refund: before the second class meeting
- 50 percent refund: before the third class meeting

Refunds will be based on the last date of attendance. All monies will be refunded if the applicant cancels the enrollment agreement within three business days after signing. All monies will be refunded if the applicant is rejected as a student.

Exceptional Circumstances

Refunds or credits to your account for exceptional circumstances after the first day of class will be considered only when the following terms are satisfied:

1. **MEDICAL** - A doctor's explanation should be submitted indicating why you should not continue in class or why your school load should be decreased. Dates of illness are required to determine if this illness occurred during the term. For a hospital stay, receipts (with dates) must be provided.
2. **EMPLOYMENT EMERGENCY** - A letter from the personnel office of your employer should be submitted stating dates and reasons you were unable to attend.
3. **Other reasons** must be supported by a written explanation of why you were unable to attend. Dates and receipts, if appropriate, must be included. Each situation will be handled on an individual basis.

It is the responsibility of the student to provide the necessary documentation to the director of student affairs, who will then approve or disapprove the request and submit it to the registrar's office. Requests for refunds must be made during the semester the course was taken.

If a 100 percent refund or credit is granted, the course or courses will be removed from the student's record.

INTERRUPTION OF STUDIES

A student who enrolls at Nova Southeastern University has the option of graduating by meeting program requirements in the University catalog that was in effect when the student entered or when he/she graduates. When there is a major break in attendance (one calendar year from the end of the last term enrolled), the student will then meet the requirements of the catalog in effect when he or she returns or graduates, or as agreed upon by the academic program director and the student.

STUDENT FINANCIAL AID 1995-96

The Office of Student Financial Aid administers the University's financial aid programs of grants, loans, scholarships, and student employment. In addition, professional financial aid advisers can help students plan for the most efficient use of their financial resources for education.

To the extent that financial aid funds are available, it is the purpose of the Office of Student Financial Aid to provide needy, qualified students with financial aid in the form of loans, grants, and employment. In order to make the best use of funds, awards normally consist of a "package" of two or more of these types of aid.

Underlying the awarding of financial assistance is the accepted philosophy that students have a responsibility for contributing, from earnings and savings, toward their own costs. Financial aid resources serve to supplement the student's resources.

A student must be a U.S. citizen or be in the United States for other than temporary purposes and must be enrolled at least half time (six hours per semester) in a degree-granting program in order to receive financial aid.

A prospective student who will require financial aid in order to attend the University should apply for financial assistance while a candidate for admission. Students must complete the University's Financial Aid Application, and submit the Free Application for Federal Student Aid (FAFSA) for need analysis.

Financial aid applications are accepted throughout the year, but it is important to note that the priority deadline date for receipt of aid applications is April 3. New applications must be filed each year, whether or not funds were received previously. In awarding available funds, preference is given to students who file their applications by the priority deadline date. Generally, full-time students must earn 20 credits each academic year and maintain a cumulative GPA of 2.0 or higher in order to qualify for renewal of financial assistance.

The following is a brief, general description of the major financial assistance programs available through the Office of Student Financial Aid:

FEDERAL PROGRAMS

Federal Pell Grant. The Federal Pell Grant Program provides federal grant aid to needy undergraduate students who are enrolled at least half time (six credits per term). Awards range from \$400 to \$2,300 per year, and no repayment is required. All undergraduates who apply for need-based assistance are required to apply for a Pell Grant, as it is the basis upon which all other aid is awarded.

Federal Supplemental Educational Opportunity Grant (FSEOG). The FSEOG program provides additional grant assistance to needy undergraduate students. Funds are limited, and priority is given to full-time students who meet the April 3 deadline.

Federal Stafford Loans (FSL). The Stafford Loan program provides low-interest, need-based loans through participating banks, credit unions, and other financial institutions. Undergraduate students who are enrolled at least half time are eligible to apply. The interest rate is variable, but not higher than 9 percent. Freshmen may borrow up to \$2,625 per year, sophomores may borrow up to \$3,500, and juniors and seniors may borrow up to \$5,500 per academic year. Repayment begins six months after the student is no longer enrolled at least half time.

Unsubsidized Federal Stafford Loan. This program provides long-term, low-interest, unsubsidized educational loans, regardless of need. This loan is available to those students who do not qualify for all or a portion of the Federal Stafford Loan and to independent students wishing to borrow loan funds in addition to the Federal Stafford Loan. Freshmen may borrow up to \$6,625 annually from the two programs (combined). Sophomores may borrow a combined annual total of \$7,500. Students who have reached junior status and above may borrow up to \$10,500 annually from the two programs (combined). The interest rate is the same as that of the subsidized Stafford Loan, and repayment begins six months after the student ceases at least half-time enrollment. However, unlike the need-based Stafford Loan, the borrower is responsible for interest that accrues while in school and during deferment periods.

Federal Perkins Loans. This program offers long-term, 5 percent interest loans to students who are enrolled at least half time. Eligibility is based on financial need. Repayment begins nine months after the student is no longer enrolled at least half time if the student did not have a loan prior to July 1, 1987. Priority is given to students who meet the April 3 deadline.

Federal Parent Loan for Undergraduate Students. This loan program provides non need-based loans to parents of dependent students. Parents may borrow up to the cost of education, minus other aid received. The interest rate is variable, capped at 9 percent. Repayment begins 30 to 60 days after disbursement of the loan.

Federal Work-Study (FWS). Part-time jobs on campus are available for needy students through the FWS program. Generally, students work 15 to 20 hours per week. The rate of pay varies according to the job. Funding is limited, and priority is given to full-time students who meet the April 3 deadline.

STATE PROGRAMS

Florida Resident Access Grant (FRAG) (Formerly the State Tuition Voucher) Full-time students may receive up to \$1090 per year to offset the cost of tuition and fees, regardless of financial need. Students must be at least one-year Florida residents to qualify. A separate application form is required.

Florida Student Assistance Grant (FSAG). FSAG provides grants of up to \$1,200 to needy undergraduates. Students must be enrolled full time, be at least one-year Florida residents, and meet the May 16 deadline.

The Florida Teacher Scholarship and Forgivable Loan Program. This program is made up of the Chappie James Most Promising Teacher Scholarship for new freshmen and sophomores and the Florida Critical Teacher Shortage Forgivable Loan for juniors and seniors. Students who are enrolled in a teacher education program and majoring in an area of critical need may apply. To qualify for the scholarship portion, students must graduate from a Florida high school and submit a scholarship application to the high school principal by March 1 during the senior year of high school. The amount of the scholarship is \$1,500 per year for a maximum of two years. Students interested in the Forgivable Loan must submit an application to the Undergraduate Education Department by March 15. Award amounts are \$4,000 per year for a maximum of two years. Students funded under this program are required to enter the teaching profession in an area of critical need upon graduation. For more information or to obtain an application, contact the Office of Student Financial Aid.

Seminole and Miccosukee Indian Scholarships. Grants to cover educational expenses are available each year to qualified members of the Seminole or Miccosukee Indian tribes, based on financial need. Applications are available from the higher education committee of either tribe.

Florida College Career Work Experience Program (CCWEP). Part-time jobs off campus are available through this program for needy undergraduate students. Students must be at least one-year Florida residents to qualify, and the positions held must be related to their academic majors.

UNDERGRADUATE SCHOLARSHIPS AND GRANTS

Nova Southeastern annually offers scholarships and grants to both incoming and returning students. Eligibility and academic qualifications vary according to the award. In order to be considered for selection, applicants must have a completed file, including the Free Application for Federal Student Aid (FAFSA), and be officially accepted. Awards will be made on a first-come, first-served basis. These awards will be combined with other federal and state financial aid programs to help meet the financial need of students.

Nova Southeastern Honor Awards (new students in Professional and Liberal Studies)

- I. Nova Southeastern Honor Award - Freshman Qualifications (\$1,000 - \$7,000): (1) cumulative grade point average (GPA) of 3.2 or above; (2) counselor/faculty recommendation; (3) SAT or ACT scores; (4) renewable with a 3.0 Nova GPA.
- II. Nova Southeastern Honor Award - Transfer Qualifications (\$1,000 - \$5,000): (1) 24 or more semester hours earned from a regionally accredited institution; (2) a minimum cumulative GPA of 3.20; (3) counselor/faculty recommendation; (4) renewable with a 3.0 Nova GPA.

Matching Fund Scholarships. These are matching fund scholarships restricted to community service organizations or recognized organizations with scholarship funds. The Farquhar Center will match the amount granted to an eligible full-time student by the organization. The maximum award is \$1,000 per academic year and may not exceed the student's unmet need as stated in his or her Nova Southeastern financial aid file.

Donor Scholarships. The University offers a number of academic scholarships that are made possible by donations to its scholarship fund. Awards are made to eligible returning students who have filed an FAFSA by April 3 and have at least a 3.0 grade point average. No separate application form is required.

The Joseph W. Fordyce Scholarship. This is a full-tuition scholarship awarded annually to one full-time student from Broward Community College's Honors Program. This scholarship is funded by the Career Development Studies Program. To be eligible, a student must be an adult learner who has excelled academically and has earned an honors certificate upon graduation from Broward Community College.

IRP Endowed Scholarship Fund. This fund, established by the Institute for Retired Professionals, provides annual grants to new and returning undergraduate students. A 3.40 high school or college GPA, high financial need (based on the Nova Southeastern financial aid file), two letters of recommendation, and an essay are required. Applications are available from the Offices of Student Affairs and Student Financial Aid.

Nova Southeastern Scholars (Professional and Liberal Studies)

Returning students (up to \$1,000): (1) continuing Professional and Liberal Studies Students; (2) 24 credit hours completed at NSU by the end of the winter term; (3) cumulative GPA at NSU of 3.0 or above; (4) SAT/ACT scores on file; (5) completed scholarship application. This scholarship is for one year only; recipients must reapply each year for renewal.

Scholarship recipients will be notified by mail and need to respond within one month. Renewal of scholarships is dependent upon a 3.0 NSU cumulative GPA and full-time status.

For more information, contact the Nova Southeastern Undergraduate Admissions Office or the Office of Student Financial Aid. To request the necessary forms, call:

Admissions (305) 475-7360 (local) or (800) 338-4723,
Ext. 7360 (toll free)
Student Financial Aid (305) 475-7410 (local) or (800) 522-3243,
(toll free)

RENEWAL OF AWARDS

Nova Southeastern Honor Awards are automatically renewed as long as the student maintains a 3.0 cumulative grade point average and remains a full-time student. All other awards made by the University are not automatically renewed, and students must reapply for aid each academic year. Applications are available in January each year for the upcoming academic year.

OTHER SOURCES OF ASSISTANCE

The Office of Student Financial Aid maintains a Scholarship Source Library at the main campus office. Students may use this library's reference books to locate private sources of funding. A file of pamphlets and brochures is also maintained announcing special awards, fellowships, and grants. All students are invited to use these materials. The office also provides a computerized scholarship search for interested students at a nominal fee. Contact the Office of Student Financial Assistance for further information. The University and public libraries, as well as commercial book stores, also provide financial aid reference books listing private scholarships. In addition, many high school guidance counselors and chambers of commerce are familiar with scholarships available to students from their areas.

TUITION PAYMENT OPTIONS

Through our partnership with Knight College Resource Group, specialists in education planning and financing, we are pleased to offer you the following options for meeting college costs.

The Nova Southeastern University Monthly Payment Plan allows you to pay annual expenses in 10 interest-free installments. There are no finance charges. The only cost to you is a non-refundable \$55.00 application fee.

The AchieverLoan offers creditworthy families attractive, low cost repayment terms, including 15 years to repay, low interest rates, and the choice of three flexible financing options--the Multiple Year Option, annual Option, or Interest-only Option.

For details of the Monthly Payment Plan or the AchieverLoan, or if you would like help deciding which option best meets your needs, please call the Knight College Resource Group at 800-225-6783.

DEADLINES

Applications for aid received by the Office of Student Financial Aid by April 1, 1995, will be given priority consideration for the upcoming academic year. Applications received after that date will be considered on a funds-available basis only.

Applications for the Florida Student Assistance Grant must be processed by Federal Student Aid Programs by May 15, 1995.

Applications for the State Tuition Voucher fund for the fall term must be received in the Office of Student Financial Aid no later than September 1, 1994. Applications for the winter State Tuition Voucher fund must be received by January 2, 1996.

GENERAL ELIGIBILITY REQUIREMENTS

In order to participate in the financial aid programs, a student must:

1. Be a citizen, a national, or a permanent resident of the United States or be in the United States for other than a temporary purpose. Proof must be provided to the Office of Student Financial Aid.
2. Be enrolled or accepted for enrollment at Nova Southeastern University
3. Be carrying or planning to carry at least one-half the full-time workload for the course of study being pursued
4. Be making satisfactory progress in the course of study
5. Not be in default of, or owe a refund for, any aid received previously

6. Sign a Statement of Educational Purpose and Anti-Drug Certification
7. Be registered for the draft if required to do so by federal law.

Additional eligibility requirements are noted in the descriptions of the programs.

NOTIFICATION OF AWARDS

Students who have applied before April 3, 1995, and are awarded aid by the University should receive notification by July 1 of that year. Students who have applied for a Pell Grant will receive a Student Aid Report (SAR) from Federal Student Aid Programs. Students who have applied for a Florida Student Assistance Grant will be notified by the Florida Department of Education.

The application process normally takes 6 to 8 weeks and possibly up to 12 weeks. It is extremely important that applicants fill out all forms completely and correctly and that they respond promptly to all inquiries in order to prevent delays in processing. Awards are made only for the academic year. Students requesting aid for the summer must complete a separate summer aid application, available in January 1996.

ACADEMIC REQUIREMENTS FOR FINANCIAL AID

CLAST

Undergraduates who receive financial aid from any of the Florida-funded programs must take and pass the College Level Academic Skills Test (CLAST). CLAST must be taken during the term in which the students become a junior (i.e., earns 60 credit hours). Students who have earned a minimum of 18 credits, to include passing grades in LAN 111/112 and MAT 115/133, are encouraged to take the CLAST. Students are exempt from this requirement ONLY if they earned an A.A. degree or had junior standing at Nova Southeastern prior to August 1, 1985. Contact the Nova Southeastern Testing Center for test information. Failure to take the test will result in the loss of Florida funding.

STANDARDS OF ACADEMIC PROGRESS

Nova Southeastern University, in compliance with federal regulations, has established standards of academic progress that must be met by students to receive financial assistance. Satisfactory progress means making measurable progress toward a specified educational objective within a specific time frame. Listed below are condensed criteria of the satisfactory progress requirements at Nova Southeastern.

Qualitative Measure. Students must earn the following cumulative grade point average after completion of each increment:

1 to 29 credits	minimum GPA - 1.50
30 to 59 credits	minimum GPA - 1.85
60+ credits	minimum GPA - 2.00

Some financial aid programs, especially Florida Student Assistance Grant and other programs funded by the State of Florida, require a minimum GPA of 2.0 regardless of class standing. Most academic scholarships require a minimum GPA of 3.0.

Quantitative Measure. The maximum number of semesters in which a student will be awarded aid is 12. Full-time students receiving state aid are required to complete 12 credits per term for the number of terms for which state aid was received. Full-time students not receiving Florida state aid must complete 20 credits each year. Less than full-time students must complete 70 percent of attempted credits.

PLEASE NOTE: These are minimum criteria for maintenance of satisfactory progress. Please contact the Office of Student Financial Aid for specific details.

Process of Appeals. If your financial aid application is turned down because of failure to meet these standards, you have the opportunity to appeal to the Standards of Academic Progress Appeals Committee. The appeal should be in writing, addressed to the committee, in care of the Office of Student Financial Aid, and include the following documentation:

1. An academic transcript from the registrar
2. A letter written by you describing mitigating circumstances
3. A physician's note and/or records if the appeal is based on a medical circumstance
4. Additional optional supporting documents.

Only appeals in writing will be considered. No personal appeals will be heard. Decisions of the committee are final, and you will receive written notification of the decision. If a probationary award is granted, it is valid for only one academic year. Only one probationary award is allowed during your attendance at Nova Southeastern University.

FOR MORE INFORMATION

Contact the Office of Student Financial Aid, 3301 College Avenue, Fort Lauderdale, Florida 33314 (Horvitz Administration Building), phone (305) 475-7411 or (800) 522-3243. Office hours are 8:30 a.m. to 7:00 p.m. Monday through Thursday, 8:30 a.m. to 6:00 p.m. Friday, and 9:00 a.m. to 12:00 noon Saturday.

VETERANS BENEFITS

All programs described in this catalog are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida 33314, telephone (305) 452-7241 or toll free (800) 541-6682, Ext. 7241.

INTERNATIONAL STUDENTS

International students who intend to reside in the United States and who are required to obtain an I-20 must be full-time, degree-seeking students and must attend the main campus in Fort Lauderdale, Florida. International applicants who may have earned college-level credits at a non-U.S. institution must have their transcripts evaluated by outside agencies. For further information, contact the International Student Advisor, Nova Southeastern University, 3301 College Avenue, Fort Lauderdale, Florida 33314, telephone (305) 452-7240 or toll free (800) 541-6682, Ext. 7240.

UNDERGRADUATE DEGREE

Nova Southeastern University awards two undergraduate degrees, the bachelor of arts degree and the bachelor of science degree. A student can earn only one undergraduate degree and one undergraduate diploma from Nova Southeastern University. The diploma indicates the student has earned a bachelor of arts degree or a bachelor of science degree; it does not indicate the major. The academic transcript, the official record of work at Nova Southeastern University, indicates degree earned, major field of study, and specialty, if any.

REQUIREMENTS FOR GRADUATION

All degree-seeking students must complete the minimum credits as designated for the chosen major. The following requirements are also required:

1. Admission as a degree-seeking candidate in one of the majors
2. Completion of general education, specialty, and elective requirements as specified by the major program
3. Completion of major requirements as specified
4. Attainment of a 2.00 Cumulative Quality Point Average

5. Attainment of a 2.25 Quality Point Average (2.50 in Education) in the major area
6. Completion, at Nova Southeastern University, of at least 30 credits (not including CLEP, proficiency examination, or experiential learning credits)
7. Completion of at least 50 percent of the credits in the major area and specialty at Nova Southeastern (not including CLEP, Proficiency Examination, or experiential learning credits)
8. Submission of a graduation form and payment of the diploma fee prior to completing registration for the last term
9. Fulfillment of all obligations to the library, the student's program, and the comptroller's office.

Graduation With Honors

A graduating student with a Cumulative Quality Point Average of 3.80 or higher who has completed at least 54 credits at Nova Southeastern is eligible to receive the degree "with distinction."

Students who have earned fewer than 54 credits at Nova Southeastern may petition for graduation with distinction if they have maintained at least a 3.8 GPA in all course work accepted toward their degree program at Nova Southeastern.

Degree candidates must complete all of the requirements as specified above.

Commencement

A ceremony is held once a year for all Nova Southeastern University undergraduate students who have completed graduation requirements within the academic year. In order to participate, students must file a graduation application. There is an additional fee for rental of the cap and gown.

STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY

All students should review and become familiar with the Code of Student Conduct and Academic Responsibility which is outlined on pgs 182-185 in this document.

GRIEVANCE PROCEDURES

When questions about procedures, decisions, or judgments occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. Students are urged to review the printed document, "Procedures on Student Rights and Grievances," which is available in the Student Handbook.

HONOR COURT

The Honor Court is a body of faculty, students, and administrators that is responsible for hearing cases through an educational peer review process, which determines a student's accountability for alleged violations of the Code of Conduct. Students should review the Honor Court Procedures in the Student Handbook.

STUDENT LIFE

Activities

Nova Southeastern students have an excellent opportunity to become involved in extracurricular programs. The current clubs and organizations include:

- Alpha Chi (national honor society)
- Campus Entertainment Board
- Commuter Student Assoc.
- Florida Future Educators of America
- Hillel (Jewish organization)
- Pan-African Student Assoc.
- Student Human Resource Assoc. of NSU
- Intervarsity Fellowship
- NSU Forum (forensic society)
- NSU Int'l Student Assoc.
- The NSU Knight (newspaper)
- Cafe NSU
- NSU's Adventure Toward Understanding & Researching Earth
- NSU Knights Chess Club
- Accent NSU (TV & yearly publication)
- Pre-Med Society
- Phi Alpha Delta (legal fraternity)
- Psychology Club
- NSU's Advancement of Diving Society
- NSU College Student Gov't
- NSU Players (theater)
- Campus Volunteer Board
- WNSU (campus radio station)
- Best Buddies
- Residential Student Assoc.
- Greek Sororities:
 - Delta Phi Epsilon
 - Phi Sigma Sigma
- Greek Fraternities
 - Theta Delta Chi
 - Sigma Alpha Mu
 - Beta Theta Pi
 - Kappa Alpha Psi
- Alpha Phi Omega (service fraternity)

Each student organization has a faculty or staff member serving as an adviser and supporter.

All students are encouraged to become involved in the extracurricular activities as active members of the various organizations or by running for office in such organizations.

Recreational Sports

The recreational sports program at Nova Southeastern University encompasses intramural sports, special events, and casual recreation.

Intramural offerings include basketball, flag football, volleyball, softball, bowling, golf, tennis, swimming, billiards, chess, table tennis and darts. Special events consist of weekend sports tournaments, in-line skating clinics and wellness seminars.

For the occasional participant, basketball courts, sand volleyball pits, and athletics fields are provided for enhancing one's leisure time. Additionally, a variety of sports equipment is available in the Recreational Sports Office for check-out and use.

If indoor activities are more to your liking, the Rosenthal Student Center provides a wide-screen TV, pool tables, table tennis, and dart boards. All equipment for these activities is provided and is available with a valid student ID.

Intercollegiate Athletics

The Athletics Program at Nova Southeastern University consists of (NAIA Division II):

MEN'S

- Baseball
- Basketball
- Cross-Country
- Golf
- Soccer

WOMEN'S

- Cross-Country
- Tennis
- Volleyball
- Softball
- Soccer

THE PROFESSIONAL AND LIBERAL STUDIES PROGRAM

The Professional and Liberal Studies Program is a unique undergraduate experience combining a comprehensive general education program with study in a major area of concentration. As part of the general education program, students take a curriculum of core studies organized around seven interdisciplinary themes. Taught by faculty from a number of academic disciplines, core study areas are designed to provide a context for studying and analyzing problems of significant intellectual and social concern.

In the first year, in addition to core studies, students will spend time developing competencies in mathematics and composition. Students use computer programs that permit self-paced learning, self-assessment, and access to faculty when problems arise.

Students in Nova Southeastern's Professional and Liberal Studies program will understand how the behavioral and social sciences, humanities and arts, and science and technology can serve to enhance their career and life. The program challenges undergraduates with the fundamental questions of living and inspires them to cultivate a life of intellectual integrity, personal concern, and social responsibility.

ADMISSION

Information and Admission Counseling

Choosing a university is not a paper process; it requires a dialogue with people who are knowledgeable about the many choices to be made. We strongly urge you to talk with one of our counselors either in person or by phone to discuss questions that have career, financial, and academic implications.

Call 475-7360 (in Fort Lauderdale) for an application or a personal counseling appointment. Students from other locations should call (800) 338-4723, Ext. 7360.

HEALTH PROFESSIONS DIVISION

Programs in the Health Professions Division may have different general education requirements, different transfer policies, and different scholarship programs from the College of Professional and Liberal Studies. Students who enter the Health Professions Division may be impacted by these differing policies.

Applying for Admission

In keeping with a humanistic philosophy valuing individual worth and differences, Nova Southeastern University considers applicants in terms of their potential for success. The University does not discriminate on the basis of race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin.

The admissions department of the Farquhar Center of NSU is responsible for evaluating all applications for admissions into the College of Professional and Liberal Studies. An admissions committee made up of representatives from the faculty, student affairs and admissions staff review applications and make a determination of admittance, non-admittance, and conditional admittance. Student's High School Grade Point Average (GPA), SAT or ACT Scores, previous college performance, recommendations and student essays are factors which condition the committee's decision.

Students admitted into the College of Professional and Liberal Studies are admitted, at that time, into the major of their choice housed in the Farquhar Center or the Center for Computer Information Systems. Students seeking admissions into the Physician Assistance undergraduate major are required to seek separate admissions from the Health Professions Division during their sophomore or attain dual admissions status upon entry into College. See the section on "Dual Admissions" in this catalogue.

Applicants are required to:

1. Submit a completed application form and the \$25.00 nonrefundable application fee to:
Nova Southeastern University
Office of Undergraduate Admissions
3301 College Avenue
Fort Lauderdale, Florida 33314
2. Submit official high school or college transcript(s) (proof of high school graduation is required). All transcripts must be received by the end of the first eight weeks of enrollment.
3. Speak with a counselor in person or by telephone.
4. Submit one of the following test scores (if applicant has 24 or fewer college credits earned previously):
Scholastic Aptitude Test (SAT)
American College Test (ACT).

INTERNATIONAL STUDENTS

International students are required to obtain a Student (F-1) Visa or an Exchange Visitor (J-1) Visa. Students are not permitted to study in the United States on a Visitor (B-2) Visa.

As an international student, you must:

1. Submit all secondary school and college-level transcripts. Transcripts must be an official English language translation (this applies to transcripts that are not already in English). Applicants must have the equivalent of an American high school diploma. Credits earned at non-U.S. universities must be evaluated by an outside agency.
2. Achieve a score of 550 or higher on the TOEFL exam or 480 on the SAT (verbal section). If the SAT was taken prior to April 1, 1995 a score of 400 is required.
3. Submit a letter from a financial institution indicating that you are able to meet all costs of your education without financial aid from Nova Southeastern University. The minimum amount is determined by the budget prepared by the Nova Southeastern University Office of Student Financial Aid. A notarized letter from a sponsor is required if you are sponsored by a public or private organization or an individual. The financial guarantee must include provisions for any dependents who will be residing in the United States with you.
4. Purchase medical insurance (J-1 Visas only). Contact the international student adviser for further information concerning insurance.

After all of the above information is received and you are accepted, an acceptance letter will be sent to you. An I-20 will be issued after we receive a \$200 tuition deposit.

ACCEPTANCE

You may apply for admission and be accepted to Nova Southeastern throughout the entire year. You may begin classes at the beginning of any semester. Notification of acceptance normally occurs within two weeks after completing all admission requirements. Upon receiving notification of acceptance, you should promptly inform the Admissions Office, in writing, of your intention to attend and forward a \$200 nonrefundable deposit to be credited toward tuition. If there are any further questions, call the Admissions Office at (305) 475-7360 or (800) 338-4723, Ext. 7360.

SPECIAL STUDENT

You may want to take one course or several courses or a specialty program without enrolling for a degree program. In this case, indicate "special student" on the application form. You may then register for a course after submitting an application and application fee. As a special student, you are not eligible for a degree or financial aid.

DUAL ADMISSION PROGRAMS

Nova Southeastern University has several dual admission programs for a select number of highly motivated, academically talented students interested in pursuing both undergraduate and graduate studies in dispute resolution, law, business, psychology, oceanography, osteopathic medicine, optometry, pharmacy, physical therapy, or occupational therapy. For students seeking an undergraduate degree in the physician assistant major, a dual admission program leading to a baccalaureate degree exists within the Farquhar Undergraduate Center and the Health Professions Division.

Students who successfully meet all program requirements are assured a place in one of NSU's graduate or professional schools. In addition, some of the dual admission programs are combined programs. The combined programs allow students to complete both the baccalaureate degree and the professional degree, often in a reduced period of time. The number of years as an undergraduate is reduced and the baccalaureate degree is awarded after completing a prescribed number of courses in the professional school. These courses also count toward the graduate or professional degree.

Students will complete their undergraduate requirements in the Farquhar Undergraduate Center and complete their graduate or professional school requirements in one of the University's graduate centers. Final admission into the graduate or professional school is contingent upon: completing the prescribed undergraduate course of study; maintaining the requisite grades; achieving specific scores on professional school admission tests and, in some cases, a final interview with the graduate or professional school admissions committee.

Before applying to one of the dual admission programs, it is recommended that you speak with one of the undergraduate admission counselors to discuss program requirements and prerequisites.

COMBINED MAJORS, MINORS, AND SPECIALTIES

Nova Southeastern offers you the opportunity to acquire substantial credit in a second major or specialty area. You should check with an adviser as to which majors may be combined. When requirements for a specialty or permissible second major are completed, you need to request, through a student action form, that this information be made a permanent part of your official academic transcript.

SECOND BACHELOR'S DEGREE

If you have a bachelor's degree from a regionally accredited institution other than Nova Southeastern University, you may earn a second bachelor's degree from Nova Southeastern by completing a minimum of 30 additional credits at Nova Southeastern. At least 50 percent of all credits required in the selected major must be taken at Nova Southeastern.

TRANSFER CREDITS

Nova Southeastern welcomes undergraduate students who have earned college credits at another regionally accredited college or university. Students who plan to transfer should contact a Nova Southeastern admissions counselor to discuss how prior college credits can be used for their Nova Southeastern degree. Community college students should contact a Nova Southeastern admissions counselor as early in their college career as possible so they can choose courses for their associate's degree that will transfer to Nova Southeastern and be appropriate for their intended bachelor's degree. Nova Southeastern has articulation agreements with all Florida Community Colleges. Students transferring with an Associate of Arts degree (awarded in 1993 or later) from any of these institutions will be given special consideration upon entering Nova Southeastern. Additional articulation agreements exist with several independent two year colleges. These agreements are evaluated periodically. Contact an academic advisor for information on current articulation agreements.

Upon receipt of all official transcripts, a student will receive a Curriculum Requirements and Evaluation of Transfer Credit Form. This form lists each of the specific courses needed for the major and any credit which has been allowed through transfer or credit by examination. This evaluation is conducted by the Student Advising Center and should be completed before registration for the first term at Nova Southeastern. An evaluation of transfer credit will be completed by the end of the first semester of enrollment and credit will be applied based on the official transcripts available at the time. Students will be advised to take courses based upon the official evaluation in their file.

Transfer students must provide official transcripts from all their previous colleges; their previous academic work will then be evaluated. Nova Southeastern will transfer a maximum of 90 eligible semester credits (only grades of "C" or better), including credit for CLEP, Proficiency Exams, and prior experiential learning toward a degree; however a maximum of 66 transfer credits can be accepted from community colleges. A limited number of "D" grades may be considered based upon the total number of credits being transferred and where the "D" grades are being applied to the curriculum. Remaining credits and at least 50 percent of the credits in the student's major area and specialty must be earned at Nova Southeastern in regular academic offerings.

Students who have completed their English and/or mathematics requirements more than five years ago must demonstrate recency by completing appropriate examinations at Nova Southeastern. Some examinations may be waived by presenting CLAST (College Level Academic Skills Test) results that meet the current year standards, if the CLAST results were completed within the past five years.

Evaluation of credit by examination will be made upon admission but will be recorded on the student's permanent record only after the student has registered for and completed 12 credits at Nova Southeastern. Under exceptional circumstances, students may be permitted to take courses at another college while enrolled at Nova Southeastern. However, credit will be transferred only if there is prior written approval from the Director of Student Advising and an earned grade of C or better. Students taking courses at more than one center within Nova Southeastern University must also receive written approval from an adviser.

TESTING CREDITS

Students may earn college credit through the College Level Examination Program (CLEP), the Proficiency Examination Program (PEP), Defense Activity for Non-Traditional Education Support (DANTES), and Advanced Placement Examinations (AP). CLEP is administered at Nova Southeastern University through the College Board. To receive credit through the CLEP, PEP or DANTES examinations, a student must score in at least the 50th percentile. AP credit may be available to students who score at least a three on these examinations. Students should discuss requests for credit with their advisor. Before applying to take any of the above examinations, a student should consult an academic adviser to be sure that the credits granted are applicable to the student's course of study. International Baccalaureate credit may also be granted. Please contact your academic adviser for further information.

ACADEMIC INFORMATION

REQUIREMENTS

New Student Skill Requirements. Students are expected to demonstrate skills appropriate for college work in all courses. Before the first term of enrollment, students without college-level math and/or English are required to complete placement tests in the areas of reading, writing, and mathematics and will then be advised as to appropriate course selection. Students needing further development of skills will be counseled as to opportunities available for assistance. While a student is acquiring these skills, his or her enrollment is limited to courses approved by an adviser, generally at the 100 and 200 levels. The passing of placement tests is prerequisite to enrollment in many courses including all initial mathematics and communication courses.

For specific placement test procedures and practice exams, refer to the brochure on skill and competency requirements available in the Student Advising Center. Assistance in mathematics and communication is available through the Academic Support Center to help students attain necessary skills for college work.

Transfer Student Recency Requirements. Students who completed their English and/or mathematics requirements more than five years ago must demonstrate recency by completing appropriate examinations at Nova Southeastern. Some examinations may be waived by presenting CLAST (College Level Academic Skills Test) results that meet the current year standards, if the CLAST results were completed within the past five years.

English and Mathematics Requirements. All students are required to take the appropriate English composition and/or mathematics courses during their first term of enrollment at Nova Southeastern. Freshmen must enroll in and successfully complete their English and mathematics sequence of courses in consecutive trimesters. If a student is unable to complete one of these courses successfully, he or she must reenroll for the next term. Assistance in writing and math is provided by the Academic Support Center.

Students who are required to take LANG 1000 and/or MAT 100 will be allowed to enroll in the course no more than two times. If the course is not completed successfully on the second attempt, the student will be academically dismissed from the college.

Students may request readmission from the academic progress committee upon demonstration of having acquired the skills necessary to be successful in LANG 1000 and/or MAT 100.

TRANSFERABILITY OF CREDITS

Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school.

GRADES

Grade		Quality Points
A	Excellent	
A-		4.0
B+		3.7
B	Good	3.3
B-		3.0
C+		2.7
C	Satisfactory	2.3
C-		2.0
D+		1.7
D	Marginal	1.3
F	Failure	1.0
W	Withdrawn Without Penalty	0.0
I	Incomplete	—
P	Pass	—
NG	No Grade (not assigned by instructor)	—
AU	Audit	—
PR	Progress	—

Quality Point Averages. A student's academic standing for a specific term is the Quality Point Average (QPA). The QPA is calculated by dividing the total quality points earned by the total quality point credits in a term. The student's overall academic standing is the Cumulative Quality Point Average (CQPA). The CQPA is calculated by dividing the total quality points earned by the total quality point credits.

Progress/Grade Reports. Students will be provided a progress/grade report at the end of every term. A copy of the report will be placed in the student's permanent file maintained by the school. Students are protected by legal provisions that prohibit the release of personally identifiable information to other than legally authorized persons and to inspect, review, and challenge such information as provided by law.

Standards of Progress for VA Students. VA students are expected to complete satisfactorily the programs within the number of training hours approved by the State Approving Agency for Veterans' Training. They also must meet any academic, skill, and/or technical requirements of their particular program. If at any point in time it is determined that a VA student cannot satisfactorily complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who, at the end of any 16-week period, has not attained and maintained satisfactory progress will be placed on academic probation for the next 16-week period. Should the student not attain and maintain satisfactory progress by the end of the probationary 16-week period, the student's VA education benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one 16-week period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

Dean's List. Each full-time student who earns a quality point average of 3.50 in any one term is placed on the Honors List for that term. Students with grades of I (Incomplete) are not eligible for the Dean's List.

Repeated Courses. A student may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments and both grades will remain on the transcript. One enrollment will have a notation that the course has been repeated. The higher grade will be counted in the student's QPA. Students need to complete a Repeated Course Form after the course has ended. Repeated Course Forms are available in the Student Advising Center.

Incomplete. An Incomplete (I) can be awarded only in cases of actual hardship experienced by the student as judged by the instructor. When instructor and student do agree to an I grade, both must sign the Contract for Removal of an Incomplete Grade after the form is filled out completely. The student will have up to 16 weeks to complete the course. When the additional 16 weeks has passed, the I will be changed to a grade of A through F, based on the course work completed by that time.

A student who is absent at the final examination without prior approval will not receive an Incomplete grade.

Withdrawal. A student will be administratively withdrawn if he or she misses both the first and second class meetings. After the third week of class a student may withdraw only with the signature of the instructor. Students may withdraw from a course before the 7th week of an 8- or 9-week course and before the 15th week of a 16-week course. Withdrawal will not be accepted within two weeks of the final class meeting. A student who stops attending class will receive a grade of A through F, based on required course work.

A Student Transaction Form must be received and date-stamped by the Office of the University Registrar before the deadline. Such a withdrawal will appear on the transcript but not be included in the QPA. A student considering withdrawal is encouraged to meet with the instructor and/or program adviser to discuss the implication of such actions. Foreign students are encouraged to speak to the international student adviser prior to submitting

a Student Transaction Form for withdrawal from a course, as it may affect immigration status. Financial aid recipients should speak to an adviser from the Office of Student Financial Aid.

SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing, undergraduate students must maintain the minimum quality point average or higher on all credits attempted (quality point average on a 4.0 scale) each semester. In addition to the minimum quality point average (see next page) for a baccalaureate degree at Nova Southeastern, students must conform to the degree requirements of their declared major.

INDEPENDENT STUDIES AND TUTORIALS

Independent Study (course numbered 499) provides the qualified student an opportunity to research a question of interest under faculty supervision. A **Tutorial** enables a qualified student to take a regular course from an instructor on an individual basis rather than in a classroom format. Tutorials are allowed only in exceptional circumstances. Students interested in either Independent Study or a Tutorial should see their program adviser to draw up a contract outlining student responsibilities. It must be signed by the student, the instructor, and the academic division director. Regular tuition rates apply to both Independent Study and Tutorial Study.

PROBATION AND SUSPENSION

Student Responsibility. Students are responsible for adhering to the policies set forth in this catalog. Probation and suspension are effective as soon as grades are submitted by the instructors. Students who fall in either category as a result of these grades may be asked, in a succeeding term of registration, to withdraw from courses already begun.

Academic Probation. Students failing to earn the minimum quality-point average or higher after their first 12 credits of work attempted or to maintain at least the minimum quality-point average thereafter will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a cumulative quality-point average above the minimum quality-point average based on the number of credits earned.

Qualitative Requirements

1-29 credits:	1.50 QPA
30-59 credits:	1.85 QPA
60+ credits:	2.00 QPA
and the QPA requirement of the particular major	

Progress Probation. Students failing to complete at least 70 percent of their attempted credits each academic year will be placed on probation by the Academic Progress Committee. Progress probation is removed when the student completes at least 70 percent of the attempted credits in a subsequent trimester. Students attempting less than 12 credits in the academic year will be evaluated on their previous registrations.

Students are encouraged to seek counseling when their academic progress places them in danger of probation.

After being placed on probation, any student receiving financial aid must remove the probation during the next trimester enrolled to be eligible for further financial aid.

Suspension. To avoid suspension, a student on probation must maintain the minimum quality-point average as stated above and complete at least 70 percent of all courses attempted for each trimester of subsequent enrollment until probation is lifted. Otherwise, the student will be placed on suspension for one trimester. Following this suspension, the student must request permission to be readmitted. Failure of a student to maintain the minimum quantity - and quality-point requirements in each of the two terms subsequent to being readmitted will result in FINAL SUSPENSION.

Appeal. Any student placed on probation or suspension may file a petition for review by the Academic Progress Committee. A student placed on academic dismissal may, after a three-term absence, request readmission from the Academic Progress Committee. The Committee will review all requests for readmission, however, the student must demonstrate justification for readmission and readiness for re-entering the college.

PROFESSIONAL AND LIBERAL STUDIES PROGRAMS OF STUDY

General Education Program

The General Education Program contains the following elements: a curriculum of core studies, a mathematics sequence, a composition sequence, and a series of distribution courses. All areas making up the general education program have shared objectives. The program is designed to foster critical and creative responsiveness by developing the ability to solve problems, think analytically, and communicate clearly. Students will develop effective communication skills in speaking, listening, writing, reading, and interpretation. The general education program also helps students place ideas in their proper context and appreciate the role of values within a cultural tradition.

Students will spend approximately eight weeks in each of seven thematic areas with faculty from several academic disciplines, working in concert to provide cross-disciplinary experiences. Through dialogue among various disciplines on a central theme, students will achieve a convergence of perspectives often lacking in more traditional programs.

Core Studies

These objectives will be met in part through a sequence of courses taken over four years in the following thematic areas (at least three must be completed in the freshman year).

Freshman Year:

CORE 141 Journey I

This interdisciplinary course is the first course all freshmen will encounter at Nova Southeastern. It provides an academic and social context for examining intellectual and personal issues. The metaphor of life as a journey provides the vehicle for this exploration. Students will examine literary and other creative works, as well as participate in the process of documenting their own undergraduate journey. Students are encouraged to maintain a portfolio of educational "artifacts" (papers, exams, notes, drawings, journal entries, musical compositions, poetry, etc.) throughout their undergraduate experience at Nova Southeastern. This portfolio provides a basis for Journey II: The Capstone Experience, a required course to be taken in the senior year.

CORE 142 Human Nature, Human Behavior

This course addresses the question, "What is the nature of the individual?" and examines the biological and environmental influences that shape the individual. An analysis of classic and contemporary sources will help the student think

critically about basic theories and issues such as nature versus nurture, the mind-body dichotomy, cognitivism, behaviorism, and the scientific exploration of human behavior.

CORE 143 The Living Earth: An Environmental Perspective

In this course, students will study the science of ecology and the impact made by humans on the environment. The course will make obvious the fact that there are no simple answers or quick solutions to the environmental problems now faced. It will, however, help students gain a more complete and genuine understanding of the cause-and-effect relationships that operate in the environment, thereby providing a basis by which they can evaluate their own responsibility to the long-term sustainability of the biosphere.

CORE 144 Other Voices, Other Visions: Multicultural Perspectives

This course will examine the role of "world view," encourage an appreciation of different people and cultures, and foster respect for diversity in local, national, and international environments.

Sophomore Year (select one):

CORE 245 Individual and Social Systems

A study of the nature of institutions and the reciprocal relationship between persons and institutions. Emphasizes in particular the goal of developing a sense of community and social responsibility among students and faculty.

- OR -

CORE 246 Economic Growth and Development

An examination of theory, economic history, and policies affecting national and global economies. Covers a wide variety of issues such as population, distribution of wealth, Third World debt, and global productivity.

Junior Year:

CORE 347 Ethical Systems

An examination of ethical systems that instruct in matters related to moral action, moral judgment, and responsibility. Ways of viewing contemporary moral issues such as abortion, euthanasia, and racial discrimination are among individual topics.

Senior Year:

CORE 448 Journey II: The Capstone Experience

This course provides a context for the systematic examination and interpretation of the portfolio begun in Journey I, assisted by literature on personal ethnography and self-assessment.

Each eight-week core course carries a total of 3 credit hours, which will apply as partial fulfillment of the 54 credit hours required in the General Education Program.

Mathematics Sequence

The mathematics sequence (MAT 110/MAT 115) in the general education program is a two-part sequence designed to provide students with a global perspective of mathematics and to give them an opportunity to learn many useful applications of mathematics in solving real-world problems. Topics studied include set theory, logic, linear programming, probability, and statistics. Students whose majors require more advanced courses in mathematics (Computer Science/Engineering, Pre-Med, Ocean Studies) will be placed in sequences of Precalculus or Calculus, depending on major requirements and placement testing criteria.

Composition Sequence

Nova Southeastern undergraduate students meet composition requirements by taking two composition courses. Students enrolled in the Professional and Liberal Studies Programs must enroll in the first composition/mathematics course during the first semester. The first course, LANG 1110: Critical Reading and Writing I, combines instruction in the principles of effective expository writing with emphasis on an ability to read critically selections from essays and imaginative literature. The second course, LANG 1120: Critical Reading and Writing II, emphasizes argumentative writing, use of the library, and development of a documented research essay along with more advanced instruction in reading and interpreting texts. In the composition sequence, students have an opportunity to integrate writing instruction with currently available computer technology. Both courses require students' use of computers for word processing and text analysis.

Students who are required to take LANG 1000 and/or MAT 100 will be allowed to enroll in the course no more than two times. If the course is not completed successfully on the second attempt, the student will be academically dismissed from the college.

Students may request readmission from the academic program committee upon demonstration of having acquired the skills necessary to be successful in LANG 1000 and/or MAT 100.

Required Distributions

The objectives of the general education program are also met through a series of distribution courses in the areas of humanities, science and technology, oral communication, and hemispheric and global diversity. Students normally complete distribution requirements by the end of the junior year. Students must select courses from the following list in order to fulfill the distribution requirement:

History (select one)**3 hours**

HIST	2050	The American Experience
HIST	2100	Roots of Western Society

Arts (select one)**3 hours**

ARTS	2300	Art and Society
ARTS	2400	The Theatre Arts
ARTS	2500	Music Through History
FILM	2540	Introduction to Film Criticism

Literature (select one)**3 hours**

LITR	2010	British Literature
LITR	2020	American Literature
LITR	2030	World Literature

Science and Technology (select two)**6 hours**

CAP	111	Computer Literacy
LSC	105	Concepts in Biology
LSC	150	Biology I/Lab
LSC	151	Biology II/Lab
LSC	222	Marine Biology
PHY	102	Concepts in Physical Science
PHY	106	Introduction to Oceanography
PHY	205	Physical Geology/Lab
PHY	215	Historical Geology/Lab
PHY	230	General Chemistry I/Lab
PHY	231	General Chemistry II/Lab
PHY	235	Applied Physics I/Lab
PHY	236	Applied Physics II/Lab

Oral Communication (select one)**3 hours**

LANG	2010	Fundamentals of Public Speaking
LANG	2030	Theories of Argument and Debate
LANG	2030	Dramatic Interpretation

Hemispheric and Global Diversity (select one)**3 hours**

HIST	2130	The Formation of Latin America (formerly LAC 213)
HIST	2140	Modern Latin America (formerly LAC 214)
HIST	2160	African Studies (formerly HIS 314)
HIST	2250	The Pacific Rim (formerly HIS 325, Emerging Nations)
LACS	4850	Preparation for Field Studies

Majors

In addition to studies in the General Education Program, students study and work in major fields that prepare them to enter careers or to continue formal education in either graduate or professional school. Although many students enter Nova Southeastern having already selected a major course of study and have established career goals, many students also enter the undergraduate program undecided. In most instances the majors are flexible enough to permit students the opportunity to experience a number of diverse areas prior to deciding upon a particular course of study.

The following majors are available to students in the Professional and Liberal Studies Program:

Accounting	Administrative Studies
Business Administration	Computer Information Systems
Computer Science	Education
Legal Studies (prelaw)	Liberal Arts
Life Sciences (premedical)	Mathematical Sciences
Ocean Studies	Psychology

BUSINESS AND ADMINISTRATIVE STUDIES

The bachelor of science degree is offered through the Business and Administrative Studies Department with the following major concentrations:

Accounting

Administrative Studies

Business Administration

Science and the Business Environment

The Accounting major is offered for those students who wish to pursue a career in accounting. The major will also serve as the foundation for those preparing for the CPA examinations. The State Board of Accountancy in Florida requires an additional 30 credits beyond the bachelor's degree to qualify for the examination. Nova Southeastern University offers a master's degree designed to satisfy the additional CPA requirements.

The Administrative Studies major is offered for those students who are already practitioners or are potential practitioners and need a general degree to prepare for a wide range of career opportunities.

The Business Administration major is offered for practitioners in the field who need a specialized bachelor's degree for advancement or possible career shift in business administration. Students who intend to enter the business field or plan to attend graduate school and want a strong academic base for study in business, computer science, law, and other related fields are also candidates for this degree.

A new major, Science and the Business Environment, is currently under development.

General Education Requirements for Professional and Liberal Studies Students in Business and Administrative Studies Majors

GENERAL EDUCATION REQUIREMENTS:

54

English Composition

LANG	1110	Critical Reading and Writing I	3
LANG	1120	Critical Reading and Writing II	3

Mathematics

MAT	110	Mathematics I	3
MAT	115	Mathematics II	3

Core Studies

CORE	141	Journey I	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
CORE	245	Individual and Social Systems	3
CORE	347	Ethical Systems	3
CORE	448	Journey II: The Capstone Experience	3

General Distribution Electives

ARTS, HIST, LITR			9
Science and Technology Menu			3
CAP	111	Computer Literacy	3
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3

Accounting for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS:			54
MAJOR REQUIREMENTS:			66
ACT	205	Principles of Accounting I	3
ACT	207	Principles of Accounting II	3
ACT	303	Cost Accounting	3
ACT	305	Intermediate Accounting I	3
ACT	306	Intermediate Accounting II	3
ACT	311	Federal Taxation I	3
ACT	312	Federal Taxation II	3
ACT	401	Advanced Accounting	3
ACT	421	Auditing	3
BUS	101	Introduction to Business	3
BUS	215	Business Law I	3
BUS	315	Business Law II	3
BUS	355	Introduction to International Business	3
BUS	409	Quantitative Methods	3
BUS	488	Business Strategy and Policy	3
CAP	213	Business Applications of Microcomputers	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 120

In addition to the transfer and graduation policies for all majors, Accounting students should be aware that to qualify for graduation, a student must earn at least a 2.25 GPA in his or her major and at least a 2.25 GPA in accounting prefix courses. Transfer grades do not count in GPA scores. A student may transfer only 50 percent of major or accounting prefix courses.

Students are cautioned to plan their schedule carefully since the upper-division accounting courses are offered only once per year and may be offered only in the evening.

Administrative Studies for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS:			54
MAJOR REQUIREMENTS:			42
ACT	205	Principles of Accounting I	3
BUS	101	Introduction to Business	3
BUS	215	Business Law I	3
BUS	355	Introduction to International Business	3
BUS	461	Research Methods	3
BUS	488	Business Strategy and Policy	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organizational Behavior	3
MKT	101	Introduction to Marketing	3

OPEN ELECTIVES: 24
TOTAL DEGREE REQUIREMENTS: 120

Business Administration for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS:			54
MAJOR REQUIREMENTS:			51
ACT	205	Principles of Accounting I	3
ACT	207	Principles of Accounting II	3
BUS	101	Introduction to Business	3
BUS	215	Business Law I	3
BUS	315	Business Law II	3
BUS	355	Introduction to International Business	3
BUS	409	Quantitative Methods	3
BUS	461	Research Methods	3
BUS	488	Business Strategy and Policy	3
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organizational Behavior	3
MKT	101	Introduction to Marketing	3

OPEN ELECTIVES: 15
TOTAL DEGREE REQUIREMENTS: 120

COMPUTER AND INFORMATION SCIENCES

The bachelor of science degree is offered through the School of Computer and Information Sciences in the following areas:

Computer Science

Computer Information Systems

Computer Information Systems prepares the student for a career in business applications as a programmer/analyst, systems analyst, or an information center specialist. Emphasis is placed on programming languages, data structures, distributed data processing, software engineering, database management, and information systems organization. The Computer Information Systems curriculum is consistent with combined recommendations of a model information systems curriculum outlined by the Association for Computing Machinery and the Data Processing Management Association.

Computer Science deals with the systematic study of algorithms and data structures. The curriculum is consistent with Association for Computing Machinery recommendations for model curricula in computer science. The curriculum integrates theory, abstraction, and design to bridge the gap between hardware and software issues. The computer science major encompasses software engineering, systems design, analysis of algorithms, and computer architecture. This concentration requires specific prerequisites and co-requisites in mathematics, including discrete mathematics, differential and integral calculus, and probability and statistics.

General Education Requirements for Professional and Liberal Studies Students in Computer and Information Sciences Majors

GENERAL EDUCATION REQUIREMENTS: 54-56****

<i>English Composition</i>		
LANG 1110	Critical Reading and Writing I	3
LANG 1120	Critical Reading and Writing II	3
<i>Mathematics</i>		
** MAT 120	Precalculus	3
** MAT 302	Applied Statistics	3
** MAT 210	Calculus I	3
** MAT 220	Calculus II	3
<i>Core Studies</i>		
CORE 141	Journey I:	3
CORE 142	Human Nature, Human Behavior	3
CORE 143	The Living Earth	3
CORE 144	Other Voices, Other Visions	3
* CORE 245	Individual and Social Systems	3
* CORE 246	Economic Growth and Development	3
CORE 347	Ethical Systems	3
CORE 448	Journey II: The Capstone Experience	3
<i>General Distribution Electives</i>		
ARTS, HIST, LITR		9
*** PHYS 240	Physics I with Lab	4
*** PHYS 250	Physics II with Lab	4
	Hemispheric and Global Diversity Menu	3
	Oral Communication Menu	3

* Choose one course.

** Computer Science majors must take MAT 210 and MAT 220.

Computer Information Systems majors must take MAT 120 and MAT 302.

*** Computer Science majors must take PHYS 240 and PHYS 250.

Computer Information Systems majors are not required to take PHYS 240/250 and may choose any two courses from the Science and Technology menu.

**** Computer Science majors will complete a total of 56 credits for General Education Requirements. Computer Information Systems Majors will complete a total of 54 credits for General Education Requirements.

Computer Science for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS:		56
MAJOR REQUIREMENTS:		66
CCS 140	Discrete Mathematics	3
CCS 160	Fundamentals of Logic Design	3
CCS 170	Computer Programming I	4
CCS 210	Computer Programming II	4
CCS 240	Assemblers and Assembly Language Programming	4
CCS 260	C++ Programming Language	4
CCS 315	Foundations of Computer Science	4
CCS 330	Advanced C++ and Object-Oriented Programming	4
CCS 340	Data Structures	4
CCS 360	Numerical Analysis	3
CCS 375	Software Engineering	4
CCS 385	Operating Systems	3
CCS 405	Computer Architecture	3
CCS 460	Systems Programming	4
CCS 470	Design and Analysis of Algorithms	3
CCS	Electives (300-level or above)	9
MAT 450	Probability and Statistics	3

TOTAL DEGREE REQUIREMENTS: 122

Students should be aware of the fact that some of the upper-division major courses are offered only in the evening.

Computer Information Systems for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS:		54
MAJOR REQUIREMENTS:		66
CCS 140	Discrete Mathematics	3
CCS 160	Logic Design	3
CCS 170	Computer Programming I	4
CCS 210	Computer Programming II	4
CCS 220	Business Oriented Language (COBOL)	4
CCS 240	Assemblers and Assembly Language Programming	4
CCS 260	C++ Programming Language	4
CCS 305	Organization of the Computer Environment	3
CCS 325	Networks and Data Communication	3
CCS 330	Advanced C++ and Object-Oriented Programming	4
CCS 340	Data Structures	4
CCS 375	Software Engineering	4
CCS 430	Distributed Data Processing	4
CCS 453	Database Management	3
CCS	Electives (300-level or above)	6
ACT/BUS/ECO/FIN/MGT/MKT	Electives	9

TOTAL DEGREE REQUIREMENTS: 120

Students should be aware that all major courses are offered only in the evening.

EDUCATION AND BEHAVIORAL SCIENCES

The bachelor of science degree is offered through the Department of Education and Behavioral Sciences with the following major concentrations:

Early Childhood Education

Elementary Education

Exceptional Education

Secondary Education

Psychology

The **Early Childhood** major is a program designed to lead to certification in the areas of Early Childhood, birth to age four or Pre-Kindergarten/Primary, age three to grade three. The program provides for a specialty that can lead to licensure as a Speech Language Assistant or to add certification in Preschool Handicap.

The **Elementary Education** major prepares students to obtain state certification to teach grades one through six.

The **Exceptional Education** major with a specialty in varying exceptionalities prepares students to obtain state certification to teach in grades kindergarten through twelve (K-12).

The **Secondary Education** major with specialties in biological science, English, mathematics, or social studies prepares students to obtain state certification to teach in middle and high schools.

Appropriate courses are offered for students already holding the bachelor's degree in fields other than education and desire to obtain certification in early childhood education, elementary education, exceptional education, biological science, English, mathematics or social studies. Actual teacher certification is awarded by the Florida Department of Education.

Any student interested in pursuing a major in Education must contact the Student Advising Office before declaring the major to ensure that the requirements for acceptance are met. Appropriate scores on the Scholastic Aptitude Test (SAT), Scholastic Assessment Test (SAT-I) or American College Test (ACT) must be submitted by the time the student earns the 60th semester credit hour.

The Education Internship Program EDU 452 (Student Teaching and Seminar) is offered each academic year in the fall and winter terms.

Students are eligible for the Internship if they have earned 108 of the required 120 credits, including the required methods courses; have passed the SAT with a minimum score of 960 (or 840 on test taken prior to April 1, 1995) or the ACT with a minimum score of 20; have an overall GPA of 2.5; and have a minimum GPA of 2.5 in their major. Internship dates are published in the Farquhar Center class schedules.

Applications for Internship should be received by April 1 for the fall term and August 1 for the winter term. Application forms may be obtained in the Education Office or from off-campus site coordinators.

All questions about the Internship program should be directed to the Education Office. Main campus students call 475-7354; all other students may call (800) 338-4723, Ext. 7354.

The **Psychology** major emphasizes scientific research and applications to significant areas of human activities. The psychology major provides students with a solid grounding in the knowledge base of psychology, allows flexibility in course selection to meet students' career goals, and encourages students to integrate and apply knowledge.

Students who are planning to work in the mental health field are encouraged to take abnormal psychology, a counseling course, behavior modification, tests and measurements, and at least one substance abuse studies course. Students who plan to take the GRE and/or plan to enter a doctoral program should take experimental psychology, Tests and Measurements, History and Theories of Psychology, and as many of the foundation courses as possible. Students who are hoping to become substance abuse counselors should take the substance abuse specialty courses. Students who are not sure which specialty they are most interested in should take as many of the foundation courses as possible at the start of their program of studies. Departmental advisers will help students design individual courses of study that will help students meet their career goals.

This major may be combined with law school preparatory courses or with courses leading to certification in secondary education, as well as with prerequisite courses for admission to graduate studies in speech-language pathology.

The Education and Behavioral Sciences Department also supervises the Legal Assistant Specialty, Substance Abuse Studies Specialty and the Speech and Language Pathology Specialty. The courses in each specialty program may be taken in conjunction with a student's baccalaureate studies, or they may be taken by individuals who simply wish to take courses in one of these fields.

General Education Requirements for Professional and Liberal Studies Students in Education Majors

GENERAL EDUCATION REQUIREMENTS:			57
<i>English Composition</i>			
LANG	1110	Critical Reading and Writing I	3
LANG	1120	Critical Reading and Writing II	3
<i>Mathematics</i>			
MAT	110	Mathematics I	3
MAT	115	Mathematics II	3
<i>Core Studies</i>			
CORE	141	Journey I	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
*CORE	245	Individual and Social Systems	3
*CORE	246	Economic Growth and Development	3
CORE	347	Ethical Systems	3
CORE	448	Journey II: The Capstone Experience	3
<i>General Distribution Requirements</i>			
ARTS, HIST, LITR			9
Science and Technology Menu			6
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3
PSY 238 Child and Adolescent Development			3

* Choose one course.

Elementary Education for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS:			57
MAJOR REQUIREMENTS:**			30
aEDU	336	Educational Psychology	3
aEDU	342	Sociological Foundations of Education	3
bEDU	351	Instructional Tech. for the Classroom Teacher	3
cEDU	434	Learning Assessment	3
aEDU	447	Teaching: Principles and Practices	3
aEDU	448	Classroom Management	3
dEDU	452	Internship	9
bESE	435	Survey in the Education of Exceptional Children	3
MAJOR SPECIALTY REQUIREMENTS:**			30
*bEDU	317	Instructional Materials	3
*bEDU	412	Children's Literature	3
bELE	311	Teaching Social Studies in Elementary School	3
bELE	312	Teaching Science in Elementary School	3
bELE	313	Teaching Music in Elementary School	3
bELE	314	Teaching Art in Elementary School	3
bELE	315	Health and P.E. in Elementary School	3
cELE	316	Teaching Math in Elementary School	3
cELE	318	Teaching Language Arts	3
cELE	331	Reading Skills in Elementary School	3
cELE	332	Reading Evaluation	3

* Choose one course.

**Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the Student Handbook for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

OPEN ELECTIVES:	3
TOTAL DEGREE REQUIREMENTS:	120

Exceptional Student Education for Professional and Liberal Studies Students in Varying Exceptionalities, K-12

GENERAL EDUCATION REQUIREMENTS:			57
MAJOR REQUIREMENTS:**			60
aEDU	336	Education Psychology	3
aEDU	342	Sociological Foundations of Education	3
dEDU	351	Instructional Tech for Classroom Teachers	3
aEDU	447	Teaching: Principles and Practices	3
bELE	316	Teaching Math in Elementary	3
bELE	318	Teaching Language Arts	3
bELE	331	Reading Skills in Elementary	3
bELE	332	Reading Evaluation	3
bESE	435	Survey in the Education of Exceptional Children	3
cESE	438	Educational Assessment of Exceptional Children	3
dESE	440	Introduction to Language Development and Speech Disabilities	3
dESE	453	Vocational/Functional Life Skills	3
cESE	458	Classroom Management Exceptional Student	3
cESE	436	Teaching Mildly Handicapped Students	3
cESE	408	Classroom Procedures for Mentally Handicapped	3
cESE	439	Curriculum for Learning Disabilities	3
cESE	429	Educational Programming for the Emotionally Handicapped	3
dEDU	452	Internship	9

**Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the Student Handbook for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

Open Electives	3
Total Degree Requirements	120

Secondary Education for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS:			57
MAJOR REQUIREMENTS:**			33
aEDU	336	Educational Psychology	3
aEDU	342	Sociological Foundations of Education	3
dEDU	434	Learning Assessment	3
aEDU	447	Teaching: Principles and Practices	3
aEDU	448	Classroom Management	3
dEDU	452	Internship	9
cESE	435	Survey in the Education of Exceptional Children	3
bSRC	—	Teaching Secondary _____	3
cEDU	351	Instructional Tech. for the Classroom Teacher	3
SPECIALTY:			
According to certification requirements for content area for Social Science.			30

**Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the Student Handbook for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

<u>Social Sciences</u>		
*Specialty according to certification requirements		30
Open Electives		3
Total Degree Requirements		13
<u>Mathematics</u>		
*Specialty according to certification requirements		27
Open Electives		3
Total Degree Requirements		120
<u>English</u>		
*Specialty according to certification requirements		27
Open Electives		3
Total Degree Requirements		120
<u>Biology</u>		
*Specialty according to certification requirements		42-43
Open Electives		3
Total Degree Requirements		132-133

*Contact Student Advising for specific requirements.

Exceptional Education Specialty

A specialty is offered in varying exceptionalities. These courses are to be taken in a specified sequence. Contact an advisor for details.

Varying Exceptionalities Specialty

ESE 408	Classroom Procedures for Mentally Handicapped	3
ESE 429	Educational Programming for the Emotionally Handicapped	3
ESE 435	Survey in the Education of Exceptional Children	3
ESE 436	Teaching Mildly Handicapped Students	3
ESE 438	Educational Assessment of Exceptional Children	3
ESE 439	Curriculum for Learning Disabilities	3
ESE 440	Introduction to Language Development and Speech Disabilities	3
ESE 453	Vocational/Functional Life Skills	3
ESE 458	Classroom Management of Exceptional Students	3

Requirements for Professional and Liberal Studies Students in the Psychology Major

GENERAL EDUCATION REQUIREMENTS:

57

<i>English Composition</i>		
LANG 1110	Critical Reading and Writing I	3
LANG 1120	Critical Reading and Writing II	3
<i>Mathematics</i>		
MAT 110	Mathematics I	3
MAT 115	Mathematics II	3
MAT 302	Applied Statistics	3
<i>Core Studies</i>		
CORE 141	Journey I	3
CORE 142	Human Nature, Human Behavior	3
CORE 143	The Living Earth	3
CORE 144	Other Voices, Other Visions	3
* CORE 245	Individual and Social Systems	3
* CORE 246	Economic Growth and Development	3
CORE 347	Ethical Systems	3
CORE 448	Journey II: The Capstone Experience	3
<i>General Distribution Electives</i>		
ARTS, HIST, LITR		9
Science and Technology Menu		6
Hemispheric and Global Diversity Menu		3
Oral Communication Menu		3
MAJOR REQUIREMENTS:		15
PSY 102	Introduction to Psychology	3
PSY 300	Research Methods	3
PSY 311	Interpersonal Communication	3
PSY 480	Research Practicum OR	
PSY 481	Community Practicum	3
PSY 484	Advanced Practicum OR	
PSY 488	Senior Seminar	3
FOUNDATION COURSES:		9
(select at least three courses from the following foundation courses)		
PSY 238	Child and Adolescent Development	3
PSY 316	Issues in Social Psychology	3
PSY 321	Personality	3
PSY 351	Human Learning and Cognition	3
PSY 460	Biological Basis of Behavior	3

* Choose one course.

Students should be aware of the fact that some of the upper division major courses are offered only in the evening.

PSYCHOLOGY OPEN ELECTIVE COURSES:

12

(Select at least four psychology (PSY) courses after consulting an adviser.

These may be additional foundation courses or specialty courses. The specialty courses are listed below)

PSY	164	Current Perspectives in Substance Abuse	3
PSY	211	Human Sexuality	3
PSY	213	Family Relationship Skills	3
PSY	239	Adulthood and Aging	3
PSY	245	Forensic Psychology	3
PSY	246	Health Psychology	3
PSY	247	Loss, Grief, and Bereavement	3
PSY	303	Experimental Psychology	3
PSY	326	Abnormal Psychology	3
PSY	330	Behavior Modification	3
PSY	336	Psychology of Women	3
PSY	345	Interviewing	3
PSY	350	Community Psychology	3
PSY	355	Substance Abuse and the Family	3
PSY	356	Substance Abuse in Business and Industry	3
PSY	357	The Psychology and Physiology of Substance Abuse	3
PSY	358	Rehabilitation Strategies for Substance Abuse	3
PSY	362	Drug Prevention and Education	3
PSY	363	Professional Development in Substance Abuse	3
PSY	371	History and Theories of Psychology	3
PSY	376	Multicultural Issues in Psychology	3
PSY	380	Current Psychotherapies	3
PSY	405	Psychological Tests and Measurements	3
PSY	410	Individual Counseling	3
PSY	415	Group Counseling	3
PSY	483	Practicum in Substance Abuse Treatment	3

OPEN ELECTIVES:

27

TOTAL DEGREE REQUIREMENTS:

120

LIBERAL ARTS

The bachelor of arts degree is offered through the Liberal Arts Department with the following major concentration:

Liberal Arts**Science and the Law**

The Liberal Arts major is designed for students wishing to gain a broad background in the various disciplines included in the liberal arts, such as literature, the arts, history, political studies, philosophy, and interdisciplinary studies. The courses in this major aid students in developing analytical and communication skills, aesthetic responsiveness, moral imagination, and intellectual integrity.

The bachelor of science degree is offered through the Liberal Arts Department with the following major concentration:

Legal Studies

The Legal Studies major is designed for students interested in preparing for law school or other graduate study and for those who want to pursue a liberal arts major with a legal perspective. The courses in the major assist students in developing analytical and communication skills and an understanding of economic, political, and social contexts within which legal issues arise.

A new major, Science and the Law, is currently under development.

General Education Requirements for Professional and Liberal Studies Students in Liberal Arts Department Majors

GENERAL EDUCATION REQUIREMENTS:	54
<i>English Composition</i>	
LANG 1110 Critical Reading and Writing I	3
LANG 1120 Critical Reading and Writing II	3
<i>Mathematics</i>	
MAT 110 Mathematics I	3
MAT 115 Mathematics II	3
<i>Core Studies</i>	
CORE 141 Journey I	3
CORE 142 Human Nature, Human Behavior	3
CORE 143 The Living Earth	3
CORE 144 Other Voices, Other Visions	3
CORE 245 Individual and Social Systems	3
CORE 347 Ethical Systems	3
CORE 448 Journey II: The Capstone Experience	3
<i>General Distribution Electives</i>	
ARTS, HIST, LITR	9
Science and Technology Menu	6
Hemispheric and Global Diversity Menu	3
Oral Communication Menu	3

Legal Studies for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS:	54
MAJOR REQUIREMENTS:	48
PHIL 2310 Critical Thinking	3
LGST 2010 Law in Action	3
LGST 2100 The Legal Profession	3
LGST 2400 Comparative Legal Systems	3
* LGST 2600 Women and the Law	3
* LGST 2610 Cultural Minorities and the Law	3
* LGST 2620 Children and the Law	3
* LGST 2630 Law and Popular Culture	3
* LGST 2640 Judiciary and Democracy	3
HIST 3010 Constitutional History I	3
HIST 3020 Constitutional History II	3
LGST 3260 Law and American Culture	3
** PHIL 3330 History of Political Thought I	3
** PHIL 3340 History of Political Thought II	3
LGST 3660 Philosophy of Law	3
LGST 4050 Civil and Political Liberties	3
LGST 4260 Law and the American Mind	3
LGST 4300 Legal Research/Writing and Mock Trial	6
LGST 4410 International Law	3
*** LGST 4400 Special Topic in Legal Studies	3
*** LGST 4450 Capstone Course in Legal Studies	3

* Choose one of five courses.

** Choose one of two courses.

*** Choose one option for senior legal studies project.

OPEN ELECTIVES:

TOTAL DEGREE REQUIREMENTS: 18
120

Liberal Arts for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS:	54
MAJOR REQUIREMENTS	48

BASIC COURSES

Philosophy	
PHIL 1300 Critical Thinking	3
PHIL 2300 Philosophical Issues	3

The Arts

(Select one course in addition to one course from Distribution):

ARTS 2300 Art and Society	3
ARTS 2400 The Theatre Arts	3
ARTS 2500 Music Through History	3
ARTS 2540 Intro. to Film Criticism	3

Literature

(Select two courses in addition to one course from Distribution):

LITR 2010 British Literature	3
LITR 2020 American Literature	3
LITR 2030 World Literature I	3

History

(Select one course in addition to one course from Distribution):

HIST 2050 The American Experience	3
HIST 2100 The Roots of Western Society	3

ADVANCED COURSES

Philosophy	6
-------------------	---

(Select two courses):

PHIL 3180 Biomedical Ethics	3
PHIL 3220 Philosophy of Science	3
PHIL 3330 History of Political Thought I	3
PHIL 3340 History of Political Thought II	3
PHIL 3660 Philosophy of Law	3
*PHIL 4900 Special Topics in Philosophy (Prereq. PHIL 1300 or instructor approval)	3

The Arts

(Select two courses; Prereqs. ARTS 2300 or ARTS 2500)

ARTS 3000 Film Studies (Prereq. LITR 2010)	3
ARTS 3020 Women and the Arts	3
ARTS 3300 Myth and Art	3
ARTS 3400 Non-Western and Modern Art	3
*ARTS 4900 Special Topics in the Arts	3

Liberal Arts for Professional and Liberal Studies Students

Literature	6
(Select two courses):	
*LITR 3010 Studies in British Literature (Prereq. LITR 2010)	
*LITR 3020 Studies in American Literature (Prereq. LITR 2020)	
*LITR 3030 Studies in World Literature (Prereq. LITR 2030)	
LITR 3040 Women and Lit. (Prereq. LITR 2010, 2020, or 2030)	
*LITR 3050 Area Studies in Lit. (Prereq. LITR 2010, 2020, or 2030)	
*LITR 3610 Literary Genres (Prereq. LITR 2010, 2020, or 2030)	
LITR 4060 Feminist Criticism and Theory	
*LITR 4700 Major Authors (Prereq. LITR 2010, 2020, or 2030)	
*LITR 4710 Legends and Motifs in Literature (Prereq. LITR 2010, 2020, or 2030)	
*LITR 4900 Special Topics in Literature (Prereq. LITR 2010, 2020, or 2030)	
History	6
(Select two courses):	
HIST 3010 Constitutional History I	
HIST 3020 Constitutional History II	
*HIST 3030 Studies in American History (Prereq. HIST 2050)	
*HIST 3040 Studies in European and Non-Western History (Prereq. HIST 2100)	
*HIST 4900 Special Topics in History (Prereq. 3000-Level history course, or instructor permission)	
ADDITIONAL ADVANCED ELECTIVE	3
Select one additional course from Advanced Courses listed above.	
OR	
*HUMN 4900 Special Topics in the Liberal Arts (Prereq. one 200-level PHIL, ARTS, FILM, LITR, or HIST course)	
HUMN 4999 Senior Project (Prereq. Senior Standing)	3
OPEN ELECTIVES:	18
TOTAL DEGREE REQUIREMENTS:	120

*Course may be repeated once for credit if content changes. Departmental approval required.

LEGAL STUDIES SPECIALTY

This program provides a sound understanding of the American legal system and its interaction with other aspects of American culture. It is especially suggested for students planning careers in business or government or who intend to go to law school (Prerequisite: LAN 112).

LGST 2010	Law in Action: Introduction to Legal Reasoning
LGST 2100	The Legal Profession
HIST 3010	Constitutional History I
HIST 3020	Constitutional History II
PHIL 3330	History of Political Thought OR
LGST 3260	Law and American Culture OR
LGST 4260	Law and the American Mind

LATIN AMERICAN AND CARIBBEAN STUDIES SPECIALTY (LACS)

This program provides a broad interdisciplinary base for students who plan careers involving Latin American and Caribbean peoples in business, government, psychological services, the legal profession, or education. The certificate program is not a major but must be completed in conjunction with one of the undergraduate majors. The requirements for this program are as follows:

The student will complete 24 credits of courses with a Latin American and Caribbean emphasis. Appropriate courses taken within the General Education curriculum or the major may satisfy all or most of this requirement. Spanish language courses at the 200 level or above also satisfy part of this requirement. The student will take at least 9 of the 24 required credits outside the major.

The student will have to demonstrate competency in an appropriate foreign language. This requirement may be satisfied through course work, by examination, or in conjunction with an approved study abroad experience.

Courses that are automatically applicable toward the specialty in Latin American and Caribbean Studies include the following:

HIST 2130	The Formation of Latin America (Formerly HIS/LAC 213)
HIST 2140	Modern Latin America (Formerly HIS/LAC 214)
HIST 2250	The Pacific Rim (Formerly LAC/HIS 325: Emerging Nations)
LACS 4850	Preparation for Field Studies (Formerly LAC 485)
LACS 4860	Field Study in Latin America (Formerly LAC 486)
LACS 3000	Special Topics in Latin American and Caribbean Studies (Formerly LAC 2900-3000)
LGST 2400	Comparative Legal systems (Formerly LAC/LGS 240)
LGST 2610	Cultural Minorities and the Law (Formerly LAC/HIS/LGS 261)
LITR 3050	Area Studies in Literature, when offered as "Caribbean Literature" (Formerly LAC 323)

In addition to the above courses, other courses may be approved by the program coordinator as applicable toward the specialty.

WOMEN'S STUDIES SPECIALTY

The Women's Studies Program is designed to explore the challenges and issues that confront women in society. An interdisciplinary program, it covers such topics as business, law, philosophy, science, literature, anthropology, psychology, gerontology, and the arts. Students may complete a specialty with five of the courses offered for a total of 15 credits. In most instances, women's studies courses may satisfy humanities electives in the core curriculum. Individual courses are also open to the general student population.

Courses that may be used toward a Women's Studies Specialty:

ARTS	3000	Studies in Film, when offered as "Women and Film" (Formerly WMS/HUM 404: Women and Film)
ARTS	3020	Women and the Arts (Formerly WMS/HUM 401)
BUS/SOC	324	Women in the Workforce (Formerly WMS/BUS/SOC 324)
LGST	2600	Women and the Law (Formerly WMS/LGS 260)
LITR	3040	Women and Literature (Formerly WMS/HUM 306)
LITR	4700	Major Authors, when offered as "Women Authors"
PSY	336	Psychology of Women (Formerly WMS/PSY 335)
SOC	311	Women and Society: Cross Cultural Perspectives (Formerly WMS/SOC 311)
SOC	403	Images of Women in Popular Culture (Formerly WMS/HUM 403)
WMST	2050	Feminist Thought: Intro to Women's Studies (Formerly WMS/HUM 305)
WMST	4900	Special Topics in Women's Studies

In addition to the above courses, other courses may be approved by the program coordinator as applicable toward the specialty.

MATH, SCIENCE, AND TECHNOLOGY

The bachelor of science degree is offered through the Math, Science, and Technology Department with the following major concentrations:

Life Sciences (premedical)

The Life Sciences major, with a premedical emphasis, provides a strong curriculum in biology with significant study in the physical sciences. This major can provide the basis for graduate study in specialized fields of biology, for professional training in medical fields, and for teaching. Professional careers in the medical fields and in biology involve graduate study beyond the baccalaureate degree; therefore, both the core and the major have been designed to meet the admission requirements of many medical, dental, pharmacy, optometry, allied health, veterinary schools, and of schools for graduate study in the biological sciences. Dual admissions and combined programs with the Nova Southeastern Health Professions divisions are available for select, qualified students. Information on these programs can be obtained from the Office of Admissions of the Farquhar Center.

Ocean Studies

The Ocean Studies major is designed to prepare students for a career or further graduate study. The curriculum consists of a set of core courses in physical and natural science, leading to a degree in ocean science that is designed as a solid basis for entering the field of marine biology, as well as preparation for further graduate study in this area. A dual admissions combined Bachelors-Masters Program with the Oceanographic Center is available for select, qualified students. Information on this program can be obtained from the Farquhar Center Office of Admissions.

Science and the Business Environment

Science and the Law

New majors, Science and the Business Environment, and Science and the Law, are currently under development.

CURRICULUM REQUIREMENTS FOR LIFE SCIENCE

GENERAL EDUCATION REQUIREMENTS:

English Composition

LANG	1110	Critical Reading and Writing I	3
LANG	1120	Critical Reading and Writing II	3

Mathematics

MAT	125	Precalculus II	3
MAT	210	Calculus I	3

Core Studies

CORE	141	Journey I	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
CORE 245 or 246		Individual and Social Systems or Economic Growth and Development	3
CORE	347	Ethical Systems	3
CORE	448	Journey II	3

General Distribution Electives

ARTS, HIST, LITR			9
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3

Science and Technology

CAP	111	Computer Literacy	3
LSC	150	Biology I/Lab	4

SUBTOTAL FOR General ED. 55

MAJOR REQUIREMENTS:

PHIL	3180	Biomedical Ethics	3
LGST	2010	Law in Action	3
LSC	151	Biology II/Lab	4
LSC	231	Vertebrate Structure-Function/Lab	5
LSC	340	Microbiology/Lab	4
LSC	360	Genetics/Lab	4
LSC	434	Cellular and Molecular Biology	3
LSC	445	Biochemistry/Lab	4
MAT	302	Applied Statistics	3
PHY	230	General Chemistry I/Lab	4
PHY	231	General Chemistry II/Lab	4

choose 4 of the following

^{1,2,3} PHY	235	Applied Physics I/Lab	4
^{1,2,3} PHY	236	Applied Physics II/Lab	4
^{2,4} PHY	320	Essentials of Organic Chem/Lab	4
^{1,3} PHY	330	Organic Chemistry I/Lab	4
^{1,3} PHY	331	Organic Chemistry II/Lab	4
^{2,4,5} PSY	238	Child and Adolescent Development	3
^{2,4,5} PSY	239	Adulthood and Aging	3
^{2,4} ECO	201	Macroeconomics	3
³ ECO	202	Microeconomics	3

SUBTOTAL FOR MAJOR 54-57

ELECTIVES:

8-11

TOTAL DEGREE CREDIT REQUIREMENTS: 120

KEY: 1=pre med, 2=pre optometry, 2*=pre optometry select area, 3=pre pharmacy, 4=pre physician assistant, 5=pre physical therapy

MATHEMATICAL SCIENCES

The mathematical sciences major is designed for students who are interested in mathematics and who would like to explore various career options which are accessible to a mathematics major. In addition to mathematics courses, students also complete coursework in physics, chemistry and computer science to give them a well rounded technical background. Also, by following one of several elective packages, students may prepare themselves for graduate programs and/or positions in business, education and science.

Mathematical Sciences Major for Professional and Liberal Studies

GENERAL EDUCATION REQUIREMENTS: 45

English Composition

LANG	1110	Critical Reading and Writing I	3
LANG	1120	Critical Reading and Writing II	3

Core Studies

CORE	141	Journey I	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
* CORE	245	Individual and Social Systems	3
* CORE	246	Economic Growth and Development	3
CORE	347	Ethical Systems	3
CORE	448	Journey II: The Capstone Experience	3
CAP	111	Computer Literacy	3

General Distribution Electives

ARTS, HIST, LITR	9
Hemispheric and Global Diversity Menu	3
Oral Communication Menu	3

* Choose one course.

MAJOR REQUIREMENTS: 52

Mathematics

MAT	210	Calculus I	3
MAT	220	Calculus II	3
MAT	302	Applied Statistics	3
MAT	310	Differential Equations	3
MAT	325	Euclidean Geometry	3
MAT	330	Linear Algebra	3
MAT	335	Number Theory	3
MAT	405	Advanced Calculus I	3
MAT	450	Probability and Statistics	3

Physics

PHY	235	Applied Physics I/Lab	4
PHY	236	Applied Physics II/Lab	4

Chemistry

PHY	230	General Chemistry I/Lab	4
PHY	231	General Chemistry II/Lab	4

Computer Science

CCS	170	Introduction to Programming	3
CCS	330	Structured Programming	3
CCS	355	The C Programming Language	3

Electives

23

CURRICULUM REQUIREMENTS FOR OCEAN STUDIES

GENERAL EDUCATION REQUIREMENTS:

English Composition

LANG	1110	Critical Reading and Writing I	3
LANG	1120	Critical Reading and Writing II	3

Mathematics

MAT	125	Precalculus II	3
MAT	210	Calculus I	3

Core Studies

CORE	141	Journey I	3
CORE	142	Human Nature, Human Behavior	3
CORE	143	The Living Earth	3
CORE	144	Other Voices, Other Visions	3
CORE 245 or 246		Individual and Social Systems or Economic Growth and Development	3

(Choose one)

CORE	347	Ethical Systems	3
CORE	448	Journey II	3

General Distribution Electives

ARTS, HIST, LITR	9
Hemispheric and Global Diversity Menu	3
Oral Communication Menu	3

Science and Technology

CAP	111	Computer Literacy	3
LSC	150	Biology I/Lab	4

SUBTOTAL FOR General ED. 55

MAJOR REQUIREMENTS: 61

LSC	321	History of Science	3
LSC	151	Biology II/Lab	4
LSC	230	Invertebrate Zoology/Lab	4
LSC	320	General Ecology/Lab	4
LSC	360	Genetics/Lab	4
LSC	445	Biochemistry/Lab	4
MAT	302	Applied Statistics	3
PHY	230	General Chemistry I/Lab	4
PHY	231	General Chemistry II/Lab	4
PHY	320	Essentials of Organic Chem/Lab	4
PHY	235	Applied Physics I/Lab	4
PHY	236	Applied Physics II/Lab	4
OCE	250	Introductory Oceanography/Lab	4
OCE	449	Research Methods	3
OCE	450	Directed Research Project I	1
OCE	451	Directed Research Project II	1
OCE	452	Directed Research Project III	1
OCOR	5604	Marine Geology	3
Select 3 of the following 6			
LSC	231	Vertebrate Structure-Function II/Lab	5
LSC	340	Microbiology/Lab	4
OCMB	6230	Marine Ichthyology	3
OCMB	6090	Marine Vertebrates	3
OCMB	6070	Marine Botany	3

SUBTOTAL FOR MAJOR 68-71

TOTAL DEGREE CREDIT REQUIREMENTS: 123-126

OCOR and OCMB courses are graduate courses taken for undergraduate credit.

CAREER DEVELOPMENT PROGRAM

Adult undergraduate learners are people who often have limited access to higher education, whether they are employed managers, technicians with "terminal" education, service workers who need specific training and career credentials, housewives who have full-time commitments, teacher aides who want to become teachers, or individuals seeking career changes who are trapped by their present responsibilities. These people are faced with changing careers; transitional roles; new technology; increasing information demands; and intellectual, leisure, cultural, and social needs. Usually they are returning to education to increase their competency in a variety of adult roles and to expand their career opportunities.

Nova Southeastern recognizes that most adults seek higher education to enhance their career status as workers, students, spouses, parents, even as children concerned, for example, with aging parents. A successful educational program for these individuals must make each of these roles rewarding.

Two elements of the adult educational design, therefore, are related to this reward. One, the program must increase the skills and performance of the student in career-related areas. Two, the program must be built around the student's present condition of family and employment. Research continues to show that the reasons adults choose not to go to school are time, travel, and family responsibilities - in other words, inconvenience. In order for higher education to be palatable for adults - particularly for adults in greatest need - it must not come at the sacrifice of their responsibilities on the job or in the home. Nova Southeastern has successfully developed specific educational programs with this purpose and condition in mind.

Uniqueness. The following characteristics help to make the Career Development Studies Programs both unique and effective:

Flexible Course Scheduling. Because most of the program's students are busy working or raising families during the day, courses meet principally in the evenings and on weekends. Flexible scheduling provides students with the opportunity to enroll frequently throughout the year.

Courses in the 8-week term meet once each week in four-hour sessions. Courses in 16-week terms meet for two hours each week.

Occasionally it becomes necessary to close classes because of capacity enrollment or to cancel classes because of insufficient enrollment. In these cases, Nova Southeastern University makes every effort to notify affected students prior to the first class meeting, thereby allowing them to register for other courses if they so desire.

Convenient Locations. Nova Southeastern undergraduate classes meet on the main campus of Nova Southeastern University in Fort Lauderdale and at various off-campus locations including Clearwater, Cocoa Beach, Fort Pierce, Gainesville, Jacksonville, Miami, Ocala, Orlando, Tampa, West Palm Beach, and a number of corporate sites.

Pragmatic Teaching. Undergraduate programs at Nova Southeastern are designed to be meaningful to the adult student. The faculty consists primarily of working professionals who are fully qualified to teach. They therefore bring to the classroom both academic expertise and first-hand knowledge of the pragmatic application of the subject matter of their courses.

Student Population. Ninety percent of the career development students are over 21 years of age. Sixty per cent are over 30. Most have families and jobs. They are rich in experience and very diverse in background. They are highly motivated and very interested in helping each other succeed. Most have attended college previously and are now finishing a bachelor's degree in anticipation of new opportunities and, possibly, graduate education.

Responsive Counseling. The staff of Nova Southeastern University is committed to assisting students in the achievement of their educational goals. Counselors, faculty, and staff are eager to advise students in setting career and personal growth goals and planning for optimal progress in working toward them. Counselors are available in the evening by appointment.

Experiential Learning. Through RECALL (review and evaluation of career and lifelong learning), Nova Southeastern allows undergraduate students to gain credit for certain learning experiences they have had throughout their lives. Most credit from previous college work is transferable. Credit can also be gained from the CLEP testing program and from past experience that have produced college-level learning. As much as 90 hours of college credit may be granted through RECALL.

Special Programs. Nova Southeastern University has designed specialized credit and noncredit programs for working adults. Baccalaureate degree-granting programs are offered in accelerated curricula to holders of the associate degree or its equivalent. Nova Southeastern University also has the ability to respond to special requests for training and education from business, government, and nonprofit agencies by designing career programs to meet specific needs. The bachelor of science in professional management, as well as adaptations of specialties and other degree programs, are offered in a cluster format wherever there is sufficient interest shown by qualified students.

ADMISSION

In keeping with a humanistic philosophy valuing individual worth and differences, the Career Development Studies Program considers applicants in terms of their potential for success. Nova Southeastern University admits students regardless of race, color, nondisqualifying disability, sex, age, religion or creed, or national or ethnic origin. Applicants are required to:

1. Submit a completed application form and the \$25 nonrefundable application fee to:
Nova Southeastern University Career Development Studies Program
Office of Undergraduate Admissions
3301 College Avenue
Fort Lauderdale, Florida 33314
2. Submit official high school or college transcript(s)
3. Speak with a counselor in person or by telephone.

Acceptance to the Career Development Studies Program. As soon as we have the completed application form and fee on file and proof of high school graduation (or its equivalent), you are admitted to the Career Development Studies Program as a degree-seeking student. Acceptance to a major program of study can be effected only after you have:

1. Submitted official transcripts of all previous college work (all transcripts must be received by the end of the first eight weeks of enrollment)
2. Declared a major and had your program evaluated by a counselor
3. Completed required placement or recency tests
4. Met any additional requirements as specified by an academic department for a particular major.*

*Education majors must have a combined score of 960 on the SAT or a composite score of 20 on the ACT. If the SAT was taken prior to April 1, 1995, a score of 840 is required.

When your official transcripts have been received, your credentials will be evaluated and you will be notified of your status. After the initial evaluation of your program, an adviser will be available to help you update your curriculum sheet each time you register.

Special Student Status. You may want to take one course or several courses or a specialty program without enrolling in a degree program. In this case, indicate "special student" on the application form. You may then register for a course after submitting an application and application fee. As a special student, you are not eligible for a degree unless you follow the regular admissions procedures for degree-seeking students.

International students are required to obtain a student (F-1) visa or an exchange visitor (J-1) visa. Students are not permitted to study in the United States on a visitor (B-2) visa. See page 27 for admission requirements.

INFORMATION AND COUNSELING

Choosing a University is not a paper process; it requires a dialogue with people who are knowledgeable about the many choices to be made. We strongly urge you to talk with one of our counselors either in person or by phone. We would like to help you answer three important questions: whether you should go to college, where you should go to college, and when you should go to college. These questions have career, financial, and academic implications for you. Our counselors have talked with thousands of individuals facing the same decisions. For many potential students, Nova Southeastern has been the answer; for others, Nova Southeastern is not the appropriate match for their needs, and other recommendations can be made. Please take this opportunity to make the right decision.

Call 475-7034 (in Fort Lauderdale) for an application or a counseling appointment. From Dade, call 940-6447, Ext. 7034; students from other locations should call (800) 338-4723, Ext. 7034.

COMBINED MAJORS, MINORS, AND SPECIALTIES

The Career Development Studies Program offers you the opportunity to acquire substantial credit in a second major or specialty area. You should check with an adviser as to which majors may be combined. Whenever requirements for a specialty or permissible second major are completed, you need to request, through a Student Action Form, that this information be made a permanent part of your official academic transcript. By judiciously selecting elective courses or by the completion of a few additional credits, you can acquire recognizable competence in more than one academic area.

SECOND BACHELOR'S DEGREE

If you have a bachelor's degree from a regionally accredited institution other than Nova Southeastern University, you may earn a second bachelor's degree from Nova Southeastern by completing a minimum of 30 additional credits in the Career Development Studies Program. At least 50 percent of all credits required in the selected major must be taken at Nova Southeastern.

TRANSFER CREDITS

The Career Development Studies Program welcomes students who have earned college credits at another regionally accredited college or university. Students who plan to transfer to Nova Southeastern should contact a Nova Southeastern adviser to discuss how prior college credits can be used for their Nova Southeastern degree. Community college students should contact a Nova Southeastern counselor as early in their college career as possible so they can choose courses for their associate's degree that will transfer to Nova Southeastern and be appropriate for their intended bachelor's degree.

Transfer students must submit official academic transcripts from their previous colleges. Their previous academic work will then be evaluated. Nova Southeastern University will transfer a maximum of 90 eligible credits (including credit for CLEP, proficiency examinations, and prior experiential learning) toward their degrees (a maximum of 66 credits can be transferred

from a community college). The remaining credits must be earned at Nova Southeastern in regular academic offerings. At least 50 percent of the credits in the student's major area and specialty must be earned at Nova Southeastern in regular academic offerings.

Evaluation of CLEP examinations, transfer credits, and experiential learning will be made upon admission, but will be recorded on the student's permanent record only after he or she has registered for and completed 12 credits at Nova Southeastern. Experiential learning or the CLEP process must be started during the first 16 weeks at Nova Southeastern.

Under exceptional circumstances, students may be permitted to take courses at another college while enrolled at Nova Southeastern. However, credit will be transferred only if there is prior written approval from the academic director or program adviser and an earned grade of C or better. Students taking courses at more than one center within Nova Southeastern University must also receive written approval from an adviser.

PRIOR EXPERIENTIAL LEARNING CREDITS

Students must initiate any and all Prior Learning requests before they complete 24 credits at Nova Southeastern University. Prior Learning credits will be transcribed after 12 credits are successfully completed at Nova Southeastern University.

Testing Credits

Students may earn college credit through the College Level Examination Program (CLEP), Proficiency Examination Program (PEP), and Advanced Placement examinations (AP).

CLEP is administered at Nova Southeastern University through the College Board. To receive credit through CLEP examinations at Nova Southeastern, a student must score in at least the 50th percentile. Before applying to take any of the CLEP examinations, a student should consult an academic adviser to be sure that the credits granted are applicable to the student's course of study.

Requests for AP and PEP credit should be discussed with the testing specialist in the Testing Center.

Portfolio Credits

At Nova Southeastern, what a student can do with learning is more important than how he or she learned it. If a student can demonstrate knowledge and skills comparable to those of a college-trained student, and if those skills are appropriate to the student's course of study, Nova Southeastern University will award academic credit for them. A maximum of 25 percent of a degree program may be earned through full portfolios. Other prior learning assessment options are available.

To earn credit for prior experience outside the traditional college classroom, the student must be able to state and document the skills and knowledge, and the skills and knowledge must be measurable.

Applications and counseling for prior learning credit are available from the Advising Center. Call (305) 475-7527.

ACADEMIC INFORMATION

REQUIREMENTS

Skill Requirements. Students must demonstrate skills appropriate for college work in all courses at Nova Southeastern. Before or during the first term of enrollment, students will complete placement tests in writing and mathematics and will be advised as to appropriate course selection based on test results. The placement test must be taken before completion of no more than six semester hours. Students needing further development of skills required for college work will be counseled as to opportunities available for assistance. While a student is acquiring these skills, his or her enrollment is limited to courses approved by an adviser, generally at the 100- and 200-course levels. The passing of placement tests is prerequisite to enrollment in many courses, including all initial mathematics and language courses.

Transfer Students Recency Requirements. Students who completed their English and/or mathematics requirements more than five years ago must demonstrate recency by completing appropriate examinations at Nova Southeastern. Some examinations may be waived by presenting CLAST (College Level Academic Skills Test) scores from tests taken within the last five years that meet the current year standards.

English and Mathematics Requirements. All students are required to take the appropriate English composition and/or mathematics courses during their first term of enrollment at Nova Southeastern. Students must enroll in and successfully complete their English and mathematics sequence of courses in consecutive trimesters. If a student is unable to complete one of these courses successfully, he or she must reenroll for the next term. Assistance in writing and math is provided by the Academic Support Center.

Students who are required to take LANG 1000 and/or MAT 100 will be allowed to enroll in the course no more than two times. If the course is not completed successfully on the second attempt, the student will be academically dismissed from the college.

Students may request readmission from the academic progress committee upon demonstration of having acquired the skills necessary to be successful in LANG 1000 and/or MAT 100.

Accelerated Course Expectations. To ensure that students can obtain maximum benefit from the Nova Southeastern course format, most Career Development Studies Program courses have assignments to be completed before the first meeting. These assignments are posted on the Student Services Bulletin Board and are available through academic offices during registration. The course outline is distributed at the first class meeting.

Students should anticipate spending a substantial amount of time in preparation for each session to complete the course objectives and requirements set forth in the course outline. Courses at 300 and 400 levels are considered to be upper-division, college-level courses and require in-depth preparation and performance. Some of these courses also have prerequisites. Students experiencing difficulty keeping up with course requirements should consider reducing their course load.

Nova Southeastern programming for adult learning makes class attendance essential. If an emergency necessitates an absence, a make-up assignment should be planned in consultation with the instructor.

TRANSFERABILITY OF CREDITS

Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school.

GRADES

Grade		Quality Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Marginal	1.0
F	Failure	0.0
W	Withdrawn Without Penalty	---
I	Incomplete	---
P	Pass	---
NG	No Grade (not assigned by instructor)	---
AU	Audit	---
PR	Progress	---

Quality Point Averages. A student's academic standing for a specific term is the Quality Point Average (QPA). The QPA is calculated by dividing the total quality points earned by the total quality point credits in a term. The student's overall academic standing is the Cumulative Quality Point Average (CQPA). The CQPA is calculated by dividing the total quality points earned by the total quality point credits.

Progress/Grade Reports. Students will be provided a progress/grade report at the end of every term. Students are protected by legal provisions that prohibit the release of personally identifiable information to other than legally authorized persons and to inspect, review, and challenge such information as provided by law.

Standards of Progress for VA Students. VA students are expected to complete satisfactorily the programs within the number of training hours approved by the State Approving Agency for Veterans' Training. They also must meet any academic, skill, and/or technical requirements of their particular program. If at any point in time it is determined that a VA student cannot satisfactorily complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who, at the end of any 16-week period, has not attained and maintained satisfactory progress will be placed on academic probation for the next 16-week period. Should the student not attain and maintain satisfactory progress by the end of the probationary 16-week period, the student's VA education benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one 16-week period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

Repeated Courses. A student may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments and both grades will remain on the transcript. One enrollment will have a notation that the course has been repeated. The higher grade will be counted in the student's Quality Point Average. Students need to complete a Repeated Class Form after the course has ended. Repeated Class Forms are available in the Student Advising Center.

Incomplete. An Incomplete (I) can be awarded only in cases of actual hardship experienced by the student as judged by the instructor. When instructor and student do agree to an I grade, both must sign the Contract for Removal of an Incomplete Grade after the form is filled out completely. The student will have up to 16 weeks to complete the course. When the additional 16 weeks has passed, the I will be changed to a grade of A through F, based on the course work completed by that time.

A student who is absent at the final examination without prior approval will not receive an Incomplete grade.

Withdrawal. A student will be administratively withdrawn if he or she misses both the first and second class meetings. After the third week of class a student may withdraw only with the signature of the instructor. Students may withdraw from a course before the 7th week of an 8- or 9-week course and before the 15th week of a 16-week course. Withdrawal will not be accepted within 2 weeks of the final class meeting. A student who stops attending class will receive a grade of A through F, based on required course work.

A Withdrawal Form must be received and date-stamped by the Office of the University Registrar before the deadline. Such a withdrawal will appear on the transcript but not be included in the QPA. A student considering withdrawal is encouraged to meet with the instructor and/or program adviser to discuss the implication of such actions. Foreign students are encouraged to speak to the international student adviser prior to submitting a Withdrawal Form, as it may affect immigration status. Financial aid recipients should speak to an adviser from the Office of Student Financial Aid.

SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing, undergraduate students must maintain the minimum Quality Point Average or higher on all credits attempted (Quality Point Average on a 4.0 scale), each semester. In addition to the minimum Quality Point Average (see next page) for a baccalaureate degree, students must conform to the degree requirements of their declared major.

PROBATION AND SUSPENSION

Student Responsibility. Students are responsible for adhering to the policies set forth in this catalog. Probation and suspension are effective as soon as grades are submitted by the instructors. Students who fall in either category as a result of these grades may be asked to withdraw in a succeeding term of registration, from courses already begun.

Academic Probation. Students failing to earn the minimum quality-point average or higher after their first 12 credits of work attempted or to maintain at least the minimum quality-point average thereafter will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a cumulative quality-point average above the minimum quality-point average based on the number of credits earned.

Qualitative Requirements

1-29 credits:	1.50 QPA
30-59 credits:	1.85 QPA
60+ credits:	2.00 QPA

and the QPA requirement of the particular major

Progress Probation. Students failing to complete at least 70 percent of their attempted credits each academic year will be placed on probation by the Academic Progress Committee. Progress probation is removed when the student completes at least 70 percent of the attempted credits in a subsequent trimester. Students attempting less than 12 credits in the academic year will be evaluated on their previous registrations.

Students are encouraged to seek counseling when their academic progress places them in danger of probation.

After being placed on probation, any student receiving financial aid must remove the probation during the next trimester enrolled to be eligible for further financial aid.

Suspension. To avoid suspension, a student on probation must maintain the minimum quality-point average as stated above and complete at least 70 percent of all courses attempted for each trimester of subsequent enrollment until probation is lifted. Otherwise, the student will be placed on suspension for one trimester. Following this suspension, the student must request permission to be readmitted. Failure of a student to maintain the minimum quantity- and quality-point requirements in each of the two terms subsequent to being readmitted will result in final suspension.

Appeal. Any student placed on probation or suspension may file a petition for review by the Academic Progress Committee. A student placed on final suspension may, after a two-term absence, request to be readmitted.

TEXTBOOKS

Books should be picked up before the first class since Career Development students usually have an assignment to be completed for the first class meeting. Nova Books, Inc., the campus bookstore, is located in the Rosenthal Student Center, telephone (305) 476-4750.

At off-campus locations, books are made available through Nova Southeastern site coordinators.

INDEPENDENT STUDIES AND TUTORIALS

Independent Study (course numbered 499) provides the qualified student an opportunity to research a question of interest under faculty supervision. A Tutorial enables a qualified student to take a regular course from an instructor on an individual basis rather than in a classroom format. Tutorials are allowed only in exceptional circumstances. Students interested in either Independent Study or a Tutorial should see their program adviser to draw up a contract outlining student responsibilities. It must be signed by the student, the instructor, the program coordinator, and the academic division director. Regular tuition rates apply to both Independent Study and Tutorials.

LENGTH OF PROGRAM

One of the hallmarks of the Career Development Studies Program is its flexible scheduling. Students, with approval, may take more than a full academic load (12-15 credits) during a semester. On the other hand, students may take one course during a semester, or even none, if outside responsibilities make that advisable. It is therefore difficult to predict how long any student will take to fulfill his or her academic goals. Many students who are employed full time receive as much credit in a year as they would attending a traditional daytime institution. For some, graduation is possible in less than four years of academic work.

CAREER DEVELOPMENT PROGRAMS OF STUDY

BUSINESS AND ADMINISTRATIVE STUDIES

The bachelor of science degree is offered through the Business and Administrative Studies Department with the following major concentrations:

Accounting

Administrative Studies

Business Administration

Hospitality Management

Professional Management

The Accounting major is offered for those students who wish to pursue a career in accounting. The major will also serve as the foundation for those preparing for the CPA examinations. The State Board of Accountancy in Florida requires an additional 30 credits beyond the bachelor's degree to qualify for the examination. Nova Southeastern University offers a master's degree designed to satisfy the additional CPA requirements.

The Administrative Studies major is offered for practitioners or potential practitioners who need a general degree or certificate to prepare for a wide range of career opportunities.

The Business Administration major and related specialties are offered for those students who are already practitioners in the field and need a specialized bachelor's degree and/or specialty for advancement or possible career shift in business administration. Students who intend to enter the business field or plan to attend graduate school and want a strong academic base for study in business, computer science, law, or other related fields are also candidates for this degree.

Specialties offered to students enrolled in these majors are: Banking and Finance, Computer Science, Human Resource Management, International Business, and Marketing.

The Hospitality Management major is designed for students who desire advanced skills in management of all areas in the hospitality field, including administration, marketing human resources, food and beverage, front office, housekeeping, and accounting operations. Students include those already employed in the field who want to move into management as well as those who want to prepare for entry into the field of hospitality management. Eligible off-campus students are enrolled in a two year cluster program while on-campus students enter a four year curriculum. Either program will equip the student for a wide range of career opportunities and prepare those who plan to attend graduate school.

The Professional Management major is designed for people working in technical or professional fields who are advancing into supervisory and management positions. Holders of the community college associate degree or equivalent college credit who have had to meet additional general requirements when seeking a higher degree are now able to transfer 90 semester hours of credit toward the bachelor of science degree in Professional Management (BPM)*. Sixty-six semester hours of credit in management, behavioral science, computers, and humanities will be required. Courses are scheduled to meet the needs of the working student.

The Professional Management major is offered with options for the following specialties: Banking and Finance, Business, Computer Applications, Criminal Justice, Customer Service, Health Care Services, Legal Assistant Studies, and Public Administration.

The accelerated, career-based, 66-credit-hour curriculum is offered in the cluster format with five or six courses (15 to 18 hours) of credit completed approximately every 6 months. The course work for the bachelor of science degree in Professional Management can be completed in 27 months. Classes meet one evening per week and approximately every third Saturday.

The Specialty in Banking and Finance is designed for those students who are currently employed by banks, savings and loan associations, brokerage houses, credit unions, and finance companies or those who would like to pursue a career with financial institutions.

The Specialty in Business is applicable to people who want a general business and management background.

The Specialty in Computer Applications is designed for those students who are interested in business applications of computers. The curriculum focuses on the use of computers in decision making, information management, and office automation.

The Specialty in Criminal Justice is designed for those students who want a management major plus a general grounding in the field of criminal justice. Typical students may already work in the criminal justice field and want to supplement their practical knowledge with professional work in management.

* The curriculum for the bachelor of science degree in Professional Management provides only the upper-level courses. Applicants must have at least 30 credits to be accepted into the program.

The Specialty in Customer Service is designed for those students working in a customer service capacity or for managers who work in a heavily customer service-oriented environment.

The Specialty in Health Care Services is designed for registered nurses and other health care professionals. The program will enable those students to draw from their specialized backgrounds and to develop professionally and personally. All nurses who have passed the licensing examination for registered nurse (RN) will receive a minimum of 45 credit hours for prior experience credit. Therapist and technician training will be assessed on an individual basis.

The Specialty in Legal Assistant Studies provides the student with a management major and a professional specialty.

The Specialty in Public Administration is designed for students working in government or social service agencies or those aspiring to begin careers in these organizations. The management major is supported by courses specifically dealing with management in the public sector.

General Distribution Requirements for Career Development Students in Business and Administrative Studies Majors

GENERAL DISTRIBUTION REQUIREMENTS:	45
LANG 1110 Critical Reading and Writing I	3
LANG 1120 Critical Reading and Writing II	3
LANG 2010 Fundamentals of Public Speaking	3
MAT 133 Mathematical Way of Thinking	3
CAP 111 Computer Literacy	3
ARTS/ Electives	6
HUMN/LITR/PHIL	
LSC/PHY Electives	6
PSY Elective	3
ECO 201 Principles of Macroeconomics	3
ECO 202 Principles of Microeconomics	3
MAT 302 Applied Statistics	3
Liberal Arts Electives: COMM/ECO/GEO/HIST/HUMN/	6
LANG/LSC/MAT/PHY/POL/PSY/SOC	

Accounting for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS:	45
MAJOR REQUIREMENTS:	57
ACT 205 Principles of Accounting I	3
ACT 207 Principles of Accounting II	3
ACT 303 Cost Accounting	3
ACT 305 Intermediate Accounting I	3
ACT 306 Intermediate Accounting II	3
ACT 311 Federal Taxation I	3
ACT 312 Federal Taxation II	3
ACT 401 Advanced Accounting	3
ACT 421 Auditing	3
BUS 101 Introduction to Business	3
BUS 215 Business Law I	3
BUS 315 Business Law II	3
BUS 355 Introduction to International Business	3
BUS 409 Quantitative Methods	3
BUS 488 Business Strategy and Policy	3
CAP 213 Business Applications of Microcomputers	3
FIN 301 Corporation Finance	3
MGT 205 Principles of Management	3
MKT 101 Introduction to Marketing	3
OPEN ELECTIVES:	18
TOTAL DEGREE REQUIREMENTS:	120

In addition to the transfer and graduation policies for all majors, accounting students should be aware that, to qualify for graduation, a student must earn at least a 2.25 GPA in his or her major and at least a 2.25 GPA in accounting prefix courses. Transfer grades do not count in GPA scores. A student may transfer only 50 percent of major or accounting prefix courses.

Students are cautioned to plan their schedule carefully since the upper-division accounting courses are offered only once per year.

Administrative Studies for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS:	45
MAJOR REQUIREMENTS:	33
ACT 205 Principles of Accounting I	3
BUS 101 Introduction to Business	3
BUS 215 Business Law I	3
BUS 355 Introduction to International Business	3
BUS 461 Research Methods	3
BUS 488 Business Strategy and Policy	3
FIN 301 Corporation Finance	3
MGT 205 Principles of Management	3
MGT 416 Personnel Administration	3
MGT 417 Organization Behavior	3
MKT 101 Introduction to Marketing	3
OPEN ELECTIVES:	42
TOTAL DEGREE REQUIREMENTS:	120

Business Administration for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS:	45
MAJOR REQUIREMENTS:	57
ACT 205 Principles of Accounting I	3
ACT 207 Principles of Accounting II	3
BUS 101 Introduction to Business	3
BUS 215 Business Law I	3
BUS 315 Business Law II	3
BUS 355 Introduction to International Business	3
BUS 409 Quantitative Methods	3
BUS 461 Research Methods	3
BUS 488 Business Strategy and Policy	3
FIN 301 Corporation Finance	3
MGT 205 Principles of Management	3
MGT 416 Personnel Administration	3
MGT 417 Organization Behavior	3
MKT 101 Introduction to Marketing	3
SPECIALTY REQUIREMENTS	15
OPEN ELECTIVES:	18
TOTAL DEGREE REQUIREMENTS:	120

Banking and Finance Specialty

This program is designed for those students who are currently employed by banks, savings and loan associations, brokerage houses, credit unions, or finance companies or those who would like to pursue a career with financial institutions. Course work does not duplicate an associate degree in this area and most, if not all, associate-level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: ACT 205, ECO 201, ECO 202, FIN 301):

ECO 321	Monetary Theory and Policy
ECO 421	Business Cycles and Forecasting or
FIN 455	International Finance
FIN 311	Financial Management
FIN 315	Banking and Financial Institutions
FIN 411	Principles of Investment

Computer Specialty

This program is designed for those students who are employed in or interested in working in different business data processing areas and who would like to augment a business major with a concentration in the rapidly expanding field of computer technology. This specialty focuses on the management of information systems and business applications of computers. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the specialty without seeking a degree.

The following courses are required for this specialty (prerequisite: MAT 133 or higher):

CAP 213	Business Applications of Microcomputers
CCS 150	Introduction to Computer Organization
CCS 170	Introduction to Computer Programming

Additionally, students must choose at least two of the following courses: CCS 180, CCS 220, CCS 235, CCS 300, CCS 315, CCS 330, CCS 340, CCS 343, CCS 355, MGT 366. In making your decision, be careful to follow prerequisites listed under course descriptions.

Human Resource Management Specialty

This program is designed for those students who are employed in the fields of personnel, training and development, labor relations, or related areas or those who would like to pursue a career in human resource management. Course work does not duplicate an associate degree in this field and most, if not all, associate-level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: MGT 205, MGT 416, MGT 417):

MGT 405	Organizational Development and Change
MGT 425	Strategic Human Resource Management
MGT 430	Managing Cultural Diversity
MGT 445	Labor Relations & Negotiations
MGT 491-499	Advanced Special Topics

International Business Specialty

This program is designed in recognition of the fact that South Florida is a major international trade area. Students who are employed by multinational companies, exporters, importers, freight forwarders, customs brokers, transportation firms, wholesalers, or manufacturers or those who would like to pursue a career in international business should choose this specialty. Course work does not duplicate an associate degree in this field and most, if not all, associate-level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: ACT 205, BUS 355, ECO 201, ECO 202, FIN 301, MGT 205, MKT 101):

ECO 355	International Economics
FIN 455	International Finance
MGT 355	International Management
MKT 353	International Marketing
MKT 455	Export/Import Marketing

Marketing Specialty

This program is designed for those students who are employed in the fields of advertising, sales, promotion, retailing, wholesaling, or related areas or those who would like to pursue a career in marketing. Course work does not duplicate an associate degree in this field and most, if not all, associate-level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: MGT 417, MKT 101):

MKT 310	Marketing Services
MKT 353	International Marketing
MKT 321	Marketing Communication Strategies
MKT 435	Service Quality Management
MKT 471	Marketing Strategy

Management Specialty

This program is designed for those students who hold a management position, or who would like to pursue a career in management. The courses prescribed address issues of growing importance in today's business environment. Course work does not duplicate an associate degree in this field and most, if not all, associate-level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: BUS 355, MGT 205):

BUS 310	Small Business Management
BUS 410	Business Ethics
MGT 355	International Management
MGT 430	Managing Cultural Diversity
MGT 499	Total Quality Management

Nonspecialty Option

The nonspecialty option is offered only to those students in the business administration major who do not want to take one of the above-mentioned specialties and are interested in a general business degree. Those students may take 15 credits at the 300 and/or 400 levels in the following categories: ACT, BUS, ECO, FIN, MGT, and MKT.

HOSPITALITY MANAGEMENT CURRICULUM

The Hospitality Management major is offered in two formats: a four year format for on-campus students and a two year, upper-level completion program for off-campus students. The requirements of each are described below followed by some information on available minors.

2 Year Cluster Curriculum

Freshman and Sophomore Requirements
(Earned outside the cluster program) 60

Composition	3 credits	Liberal Arts electives	9 credits
Computer Literacy	3 credits	Macroeconomics	3 credits
General electives	39 credits	Public Speaking	3 credits

GENERAL DISTRIBUTION REQUIREMENTS: 15

ARTS	2300	Art & Society (Formerly HUM 381) <u>or</u>	3
HUMN	3510	American Literature	3
LANG	2150	Argumentative Writing	3
MAT	133	Mathematical Way of Thinking	3
MAT	302	Applied Statistics	3
PSY	311	Interpersonal Communication	3

MAJOR REQUIREMENTS: 45

ACT	205	Principles of Accounting I	3
BUS	488	Business Strategy and Policy <u>or</u>	3
HMG		Capstone Course	
FIN	301	Corporation Finance	3
HMG	306	Hospitality and Business Law <u>or</u>	3
BUS	315	Business Law	3
HMG	313	Hospitality Human Resource Development	3
HMG	330	Food and Beverage Operations	3
HMG	352	Applied Research and Market Development <u>or</u>	3
BUS	461	Business Research	3
HMG	382	The Tourism System	3
HMG	3XX	Front Office and Housekeeping Operations	3
HMG	403	Ethics and Hospitality Management <u>or</u>	3
BUS	415	Business Ethics	3
HMG	406	Legal Aspects of Tourism Events	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organizational Behavior	3
MKT	101	Principles of Marketing	3

TOTAL DEGREE REQUIREMENTS: 120

The curriculum for the 2 year Bachelors of Science in Hospitality Management degree provides only the upper-level courses. Students must have earned at least 30 credits to be eligible to enter this program. Courses are offered in a lockstep format with no electives. The two-year cluster curriculum is designed to be offered at off-campus locations.

4 Year Curriculum

GENERAL EDUCATION REQUIREMENTS: 45

CAP	111	Computer Literacy	3
ECO	201	Principles of Macroeconomics	3
HMG	402	Ethics in Hospitality Management <u>or</u>	3
BUS	410	Business Ethics	
LANG	1110	Critical Reading and Writing I	3
LANG	1120	Critical Reading and Writing II	3
LANG	2010	Public Speaking	3
MAT	133	Mathematical Way of Thinking	3
MAT	302	Applied Statistics	3

HUMN			6
Liberal Arts Electives			6
Life Science/Physics			6
PSY			3

MAJOR REQUIREMENTS: 42

ACT	205	Principles of Accounting I	3
BUS	488	Business Strategy and Policy <u>or</u>	3
HMG		Capstone Course	
FIN	301	Corporation Finance	3
HMG	306	Hospitality and Business Law <u>or</u>	3
BUS	315	Business Law	3
HMG	313	Hospitality Human Resource Development	3
HMG	330	Food and Beverage Operations	3
HMG	352	Applied Research and Market Development <u>or</u>	3
BUS	461	Business Research	3
HMG	382	The Tourism System	3
HMG	3XX	Front Office and Housekeeping Operations	3
HMG	406	Legal Aspects of Tourism Events	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organizational Behavior	3
MKT	101	Principles of Marketing	3

Minor Requirements
(See pg 90) 18

Electives 15

TOTAL DEGREE REQUIREMENTS: 120

Minors for Hospitality Management Program

The four year hospitality management curriculum requires all students to take an 18 credit minor in addition to their major. The minor may be chosen from among the business minors which currently include: banking and finance, computer science, human resource management, international business, and marketing. Students may also choose to specialize in an area of hospitality and tourism by taking a minor in Food Industry Management or Tourism, Events, and Attraction Management. These two minors are currently under development.

General Distribution Requirements for Professional Management Students

FRESHMAN AND SOPHOMORE REQUIREMENTS:			60
(earned outside the cluster program)			
LIBERAL ARTS ELECTIVES			15
GENERAL ELECTIVES			45
GENERAL DISTRIBUTION REQUIREMENTS:			21
* HUMN	2010	The Individual and Society	3
HUMN	3510	Studies in American Literature	3
ARTS	2300	Art and Society	3
LANG	2150	Argumentative Writing	3
LANG	3120	Public Communication for the Professions	3
MAT	133	Mathematical Way of Thinking	3
**PSY	311	Interpersonal Communication	3

* Not required in the Accounting Specialty and the Legal Assistant Specialty.

**Not required in the Criminal Justice Specialty and the Legal Assistant Specialty.

Professional Management with Accounting Specialty

GENERAL DISTRIBUTION REQUIREMENTS:			78
ACCOUNTING CORE REQUIREMENTS:			18
ACT	207	Principles of Accounting II	3
ACT	303	Cost Accounting	3
ACT	305	Intermediate Accounting I	3
ACT	306	Intermediate Accounting II	3
ACT	401	Advanced Accounting	3
ACT	421	Auditing	3
MANAGEMENT CORE REQUIREMENTS:			30
* ACT	205	Principles of Accounting	3
BUS	488	Business Strategy and Policy	3
* CAP**	111	Macroeconomics for Managers	3
ECO	315	Macroeconomics for Managers	3
FIN	301	Corporation Finance	3
* MAT	302	Applied Statistics	3
* MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3
* MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The BPM Accounting Specialty will satisfy prerequisites for the Master's in Accounting at Nova Southeastern University. The BPM Accounting Specialty plus Nova Southeastern University's Master's in Accounting will more than meet the CPA requirements for the state of Florida.

*An alternate required course is offered for students transferring a grade of "C" or better for the required course.

**Higher tuition rates are charged for courses requiring a computer lab. If computer facilities are not available, an alternative course will be offered.

Professional Management with Banking and Finance Specialty

GENERAL DISTRIBUTION REQUIREMENTS:			81
BANKING AND FINANCE CORE REQUIREMENTS:			15
ECO	321	Monetary Theory and Policy	3
ECO	421	Business Cycles and Forecasting	3
FIN	301	Corporation Finance	3
FIN	315	Banking and Financial Institutions	3
FIN	411	Principles of Investment	3
MANAGEMENT CORE REQUIREMENTS:			30
ACT	205	Principles of Accounting	3
BUS	461	Research Methods	3
BUS	488	Business Strategy and Policy	3
CAP	111	Computer Literacy	3
ECO	315	Macroeconomics for Managers	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have earned at least 30 credits to be eligible to enter the program.

Professional Management with Business Specialty

GENERAL DISTRIBUTION REQUIREMENTS:			81
BUSINESS CORE REQUIREMENTS:			15
BUS	325	Business, Government, and Society	3
BUS	355	Introduction to International Business	3
BUS	488	Business Strategy and Policy	3
FIN	301	Corporation Finance	3
MGT	415	Legal Environment of Management	3
MANAGEMENT CORE REQUIREMENTS:			30
ACT	205	Principles of Accounting	3
BUS	302	Business Communications	3
BUS	461	Research Methods	3
CAP	111	Computer Literacy	3
ECO	315	Macroeconomics for Managers	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

Professional Management with Computer Applications Specialty

GENERAL DISTRIBUTION REQUIREMENTS:			81
COMPUTER APPLICATIONS CORE REQUIREMENTS:			15
CAP	111	Computer Literacy	3
CAP	116	Advanced Microcomputer Applications	3
CAP	213	Business Applications of the Microcomputer	3
CAP	375	Current Issues in Information Management	3
MGT	366	Management Information Systems	3
MANAGEMENT CORE REQUIREMENTS:			30
ACT	205	Principles of Accounting	3
BUS	461	Research Methods	3
BUS	488	Business Strategy and Policy	3
ECO	315	Macroeconomics for Managers	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

Professional Management with Criminal Justice Specialty

GENERAL DISTRIBUTION REQUIREMENTS:			78
CRIMINAL JUSTICE CORE REQUIREMENTS:			15
CRJ	220	Criminal Law	3
CRJ	230	Introduction to Law Enforcement	3
CRJ	300	The Criminal Justice System	3
CRJ	320	Correctional Theory and Practice	3
CRJ	400	Criminal Procedure and Individual Rights	3
MANAGEMENT CORE REQUIREMENTS:			33
ACT	205	Principles of Accounting	3
BUS	461	Research Methods	3
BUS	488	Business Strategy and Policy	3
CAP	111	Computer Literacy	3
ECO	315	Macroeconomics for Managers	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

Professional Management with Customer Service Specialty

GENERAL DISTRIBUTION REQUIREMENTS:			81
CUSTOMER SERVICE CORE REQUIREMENTS:			15
MKT	101	Introduction to Marketing	3
MKT	2901	Special Topics: Customer Service Theory and Practice	3
MKT	2902	Special Topics: Public Relations	3
MKT	431	Consumer Behavior	3
MKT	4901	Special Topics: Customer Service Practicum	3
MANAGEMENT CORE REQUIREMENTS:			30
ACT	205	Principles of Accounting	3
BUS	461	Research Methods	3
BUS	488	Business Strategy and Policy	3
CAP	111	Computer Literacy	3
ECO	315	Macroeconomics for Managers	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

Professional Management with Health Care Services Specialty

GENERAL DISTRIBUTION REQUIREMENTS:			81
HEALTH CARE SERVICES CORE REQUIREMENTS:			15
PHIL	3180	Biomedical Ethics	3
MGT	401	Health Care Organization and Administration	3
MGT	402	Legal Aspects of Health Care Administration	3
SOC	302	Community Services System	3
SOC	303	Transcultural Issues in Health Care	3
MANAGEMENT CORE REQUIREMENTS:			30
ACT	205	Principles of Accounting	3
BUS	461	Research Methods	3
CAP	111	Computer Literacy	3
ECO	315	Macroeconomics for Managers	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

Professional Management with Legal Assistant Specialty

GENERAL DISTRIBUTION REQUIREMENTS:			75
LEGAL ASSISTANT CORE REQUIREMENTS:			24
BUS	350	Business Relations and Organizations	3
BUS	420	Real Estate Practice	3
LEG	215	Introduction to Law and the Legal Profession	3
LEG	360	Civil and Criminal Responsibility	3
LEG	410	Legal Research and Writing	3
LEG	430	Litigation and Civil Procedure	3
LEG	435	Wills, Trusts, and Estates	3
LEG	450	Family Law	3
MANAGEMENT CORE REQUIREMENTS:			27
ACT	205	Principles of Accounting	3
BUS	488	Business Strategy and Policy	3
ECO	315	Macroeconomics for Managers	3
FIN	301	Corporation Finance	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	416	Personnel Administration	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

Professional Management with Public Administration Specialty

GENERAL DISTRIBUTION REQUIREMENTS:			81
PUBLIC ADMINISTRATION CORE REQUIREMENTS:			15
MGT	320	Public Administration	3
MGT	321	Public Budgeting, Planning, and Control	3
MGT	420	Administrative Law	3
MGT	421	Issues in Public Policy	3
POL	101	American Government and Politics	3
MANAGEMENT CORE REQUIREMENTS:			30
ACT	205	Principles of Accounting	3
BUS	302	Business Communications	3
BUS	325	Business, Government, and Society	3
BUS	461	Research Methods	3
CAP	111	Computer Literacy	3
ECO	315	Macroeconomics for Managers	3
MAT	302	Applied Statistics	3
MGT	205	Principles of Management	3
MGT	417	Organization Behavior	3
MKT	101	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

COMPUTER AND INFORMATION SCIENCES

The bachelor of science degree is offered through the School of Computer and Information Sciences in the following areas:

Computer Science

Computer Information Systems

Computer Information Systems prepares the student for a career in business applications as a programmer/analyst, systems analyst, or an information center specialist. Emphasis is placed on programming languages, data structures, distributed data processing, software engineering, database management, and information systems organization. The Computer Information Systems curriculum is consistent with combined recommendations of a model information systems curriculum outlined by the Association for Computing Machinery and the Data Processing Management Association.

Computer Science deals with the systematic study of algorithms and data structures. The curriculum is consistent with Association for Computing Machinery recommendations for model curricula in computer science. The curriculum integrates theory, abstraction, and design to bridge the gap between hardware and software issues. The computer science major encompasses software engineering, systems design, analysis of algorithms, and computer architecture. This concentration requires specific prerequisites and co-requisites in mathematics, including discrete mathematics, differential and integral calculus, and probability and statistics.

General Distribution Requirements for Career Development Students in Computer and Information Sciences Majors

GENERAL DISTRIBUTION REQUIREMENTS:			24
LANG	1110	Critical Reading and Writing I	3
LANG	1120	Critical Reading and Writing II	3
LANG	2010	Fundamentals of Public Speaking	3
GEO/HIS/POL/PSY/SOC	Electives		9
ARTS/HUMN	Electives		6
LITR/PHIL			

Computer Science for Career Development Students

GENERAL DISTRIBUTION:			24
ADDITIONAL COMPUTER SCIENCE CORE REQUIREMENTS:			17
Liberal Arts Elective			3
MAT	210	Calculus I	3
MAT	220	Calculus II	3
PHYS	240	Physics I with Lab	4
PHYS	250	Physics II with Lab	4
MAJOR REQUIREMENTS:			66
CCS	140	Discrete Mathematics	3
CCS	160	Logic Design	3
CCS	170	Computer Programming I	4
CCS	210	Computer Programming II	4
CCS	240	Assemblers and Assembly Language Programming	
CCS	260	C++ Programming Language	4
CCS	315	Foundations of Computer Science	4
CCS	330	Advanced C++ and Object-Oriented Programming	4
CCS	340	Data Structures	4
CCS	360	Numerical Analysis	3
CCS	375	Software Engineering	4
CCS	385	Operating Systems	3
CCS	405	Computer Architecture	3
CCS	460	Systems Programming	4
CCS	470	Design and Analysis of Algorithms	3
CCS		Electives (300-level or above)	9
MAT	450	Probability and Statistics	3

OPEN ELECTIVES:	15
TOTAL DEGREE REQUIREMENTS:	122

Computer Information Systems for Career Development Students

GENERAL DISTRIBUTION:	24
ADDITIONAL COMPUTER INFORMATION SYSTEMS CORE	15
REQUIREMENTS:	3
ARTS/HIST/HUMN/LITR/PHIL	6
LSC/PHY Electives	3
MAT 120 Precalculus	3
MAT 302 Applied Statistics	3
MAJOR REQUIREMENTS:	66
CCS 140 Discrete Mathematics	3
CCS 160 Logic Design	3
CCS 170 Computer Programming I	4
CCS 210 Computer Programming II	4
CCS 220 Business Oriented Language (COBOL)	4
CCS 240 Assemblers and Assembly Language Programming	4
CCS 260 C++ Programming Language	4
CCS 305 Organization of the Computer Environment	3
CCS 325 Networks and Data Communication	3
CCS 330 Advanced C++ and Object-Oriented Programming	4
CCS 340 Data Structures	4
CCS 375 Software Engineering	4
CCS 430 Distributed Data Processing	4
CCS 453 Database Management	3
CCS Electives (300-level or above)	6
ACT/BUS/ECO/FIN/MGT/MKT Electives	9
OPEN ELECTIVES:	15
TOTAL DEGREE REQUIREMENTS:	120

EDUCATION AND BEHAVIORAL SCIENCES

The bachelor of science degree is offered through the Department of Education and Behavioral Sciences with the following major concentrations:

Early Childhood Education

Elementary Education

Exceptional Education

Secondary Education

Applied Professional Studies

Legal Assistant Studies

Psychology

The Early Childhood major is a program designed to lead to certification in the areas of Early Childhood, birth to age four or Pre-Kindergarten/Primary, age three to grade three. The program provides for a specialty that can lead to licensure as a Speech Language Assistant or to add certification in Preschool Handicap.

The Elementary Education major prepares students to obtain state certification to teach grades one through six.

The Exceptional Education major with a specialty in varying exceptionalities prepares students to obtain state certification to teach in grades kindergarten through twelve (K-12).

The Secondary Education major with specialties in biological science, English, mathematics, or social studies prepares students to obtain state certification to teach in middle and high schools.

Appropriate courses are offered for students already holding the bachelor's degree in fields other than education and desire to obtain certification in early childhood education, elementary education, exceptional education, biological science, English, mathematics or social studies. Actual teacher certification is awarded by the Florida Department of Education.

Any student interested in pursuing a major in Education must contact the Student Advising Office before declaring the major to ensure that the requirements for acceptance are met. Appropriate scores on the Scholastic Aptitude Test (SAT), Scholastic Assessment Test (SAT-I) or American College Test (ACT) must be submitted by the time the student earns the 60th semester credit hour.

The Education Internship Program EDU 452 (Student Teaching and Seminar) is offered each academic year in the fall and winter terms.

Students are eligible for the Internship if they have earned 108 of the required 120 credits, including the required methods courses; have passed the SAT with a minimum score of 960 (or 840 on test taken prior to April 1, 1995) or the ACT with a minimum score of 20; have an overall GPA of 2.5; and have a minimum GPA of 2.5 in their major. Internship dates are published in the Farquhar Center class schedules.

Applications for Internship should be received by April 1 for the fall term and August 1 for the winter term. Application forms may be obtained in the Education Office or from off-campus site coordinators.

All questions about the Internship should be directed to the Education Office. Main campus students, should call 475-7354; all other students may call (800) 338-4723, Ext. 7354.

The Applied Professional Studies major offers a flexible program for adults who have gained significant professional experience and/or who have earned a large number of college credits toward their particular career goal. This program allows students to select a program of studies that best fits their career plans.

To be able to enroll in this major, a student must:

- 1) Have a minimum of 45 transfer credits
- 2) Have completed an 18-credit concentration before coming to Nova Southeastern
- 3) Submit a rationale for acceptance into this program explaining his or her educational and career goals.

The Legal Assistant Studies major is designed to provide academic and practical training for those who wish to pursue this growing career. The program is also recommended for students who are pursuing business, teaching, or other law-related careers or for those who desire to understand our legal system and enhance their legal knowledge and skills.

The Psychology major focuses on the study of individuals, including their behavior, thought processes, and emotions. The psychology major emphasizes scientific research and applications to significant areas of human activities. This major provides students with a solid grounding in the knowledge base of psychology, allows flexibility in course selection to meet students' career goals, and encourages students to integrate and apply knowledge.

Students who are planning to work in the mental health field are encouraged to take abnormal psychology, a counseling course, behavior modification, tests and measurements, and at least one substance abuse studies course. Students who plan to take the GRE and/or plan to enter a doctoral program should take experimental psychology, Tests and Measurements, History and Theories of Psychology and as many of the foundation courses as possible at the start of their program of studies. Students who are hoping to become substance abuse counselors should take the substance abuse specialty courses. Students who are not sure which specialty they are most interested in should take as many of the foundation courses possible at the start of their program of studies. Advisers will help students design individual courses of study that will help them meet their career goals.

This major may be combined with law school preparatory courses or with courses leading to certification in secondary education, as well as with prerequisite courses for admission to graduate studies in speech-language pathology.

The Education and Behavioral Sciences Department also supervises the Legal Assistant Specialty, the Substance Abuse Studies Specialty, and the Speech and Language Pathology Specialty. The courses in each specialty program may be taken in conjunction with a student's baccalaureate studies, or they may be taken by those who already possess a bachelor's degree. A minimum GPA of 2.25 must be obtained for the specialty courses.

Core Requirements for Career Development Students in Education Majors

GENERAL DISTRIBUTION:			45
LANG	1110	Critical Reading and Writing I	3
LANG	1120	Critical Reading and Writing II	3
LANG	2010	Fundamentals of Public Speaking	3
CAP	111	Computer Literacy	3
PSY	102	Introduction to Psychology	3
PSY	238	Child and Adolescent Development	3
ARTS/HUMN		Electives	6
LITR/PHIL			
LSC/PHY		Electives	6
*MAT	103	Intermediate Algebra	3
MAT	133	Mathematical Way of Thinking	3
Liberal Arts Electives: ECO/GEO/HIST/PHY/POL/PSY/SOC (six hours must be in GEO/HIST/SOC)			9
*Placement Test required for placement into MAT 103, however if the placement test is not taken or score indicates additional acquisition of skills needed, students must take MAT 100. If placement score is adequate, students can take MAT 110 and 115. MAT 120 and MAT 125 meet or MAT 210 and MAT 220 meet the math requirement based on placement scores.			

Elementary Education for Career Development Students

GENERAL DISTRIBUTION:			45
MAJOR REQUIREMENTS:**			30
aEDU	336	Educational Psychology	3
aEDU	342	Sociological Foundations of Education	3
bEDU	351	Instr. Tech. for the Classroom Teacher	3
cEDU	434	Learning Assessment	3
dEDU	452	Internship	9
aEDU	447	Teaching: Principles and Practices	3
aEDU	448	Classroom Management	3
bESE	435	Survey of Exceptional Children	3
MAJOR SPECIALTY:			30
* bEDU	317	Instructional Materials	3
* bEDU	412	Children's Literature	3
bELE	311	Teaching Social Studies in Elementary School	3
bELE	312	Teaching Science in Elementary School	3
bELE	313	Teaching Music in Elementary School	3
bELE	314	Teaching Art in Elementary School	3
bELE	315	Teaching Health and PE in Elementary School	3
cELE	316	Teaching Math in Elementary School	3
cELE	318	Teaching Language Arts	3
cELE	331	Reading Skills in Elementary School	3
cELE	332	Reading Evaluation	3
* Choose one course.			

**Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the Student Handbook for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

OPEN ELECTIVES:	15
TOTAL DEGREE REQUIREMENTS:	120

Exceptional Student Education for Career Development Students in Varying Exceptionalities, K-12

GENERAL EDUCATION REQUIREMENTS:			45
MAJOR REQUIREMENTS:**			60
aEDU	336	Education Psychology	3
aEDU	342	Sociological Foundations of Education	3
dEDU	351	Instructional Tech for Classroom Teachers	3
aEDU	447	Teaching: Principles and Practices	3
bELE	316	Teaching Math in Elementary	3
bELE	318	Teaching Language Arts	3
bELE	331	Reading Skills in Elementary	3
bELE	332	Reading Evaluation	3
bESE	435	Survey in the Education of Exceptional Children	3
cESE	438	Educational Assessment of Exceptional Children	3
dESE	440	Introduction to Language Development and Speech Disabilities	3
dESE	453	Vocational/Functional Life Skills	3
cESE	458	Classroom Management Exceptional Student	3
eESE	436	Teaching Mildly Handicapped Students	3
eESE	408	Classroom Procedures for Mentally Handicapped	3
eESE	439	Curriculum for Learning Disabilities	3
eESE	429	Educational Programming for the Emotionally Handicapped	3
fEDU	452	Internship	9
Open Electives			15
Total Degree Requirements			120

**Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the Student Handbook for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

Secondary Education for Career Development Students

GENERAL EDUCATION REQUIREMENTS:			45
MAJOR REQUIREMENTS:**			33
aEDU	336	Educational Psychology	3
aEDU	342	Sociological Foundations of Education	3
dEDU	434	Learning Assessment	3
aEDU	447	Teaching: Principles and Practices	3
aEDU	448	Classroom Management	3
dEDU	452	Internship	9
cESE	435	Survey in the Education of Exceptional Children	3
bSEC		Teaching Secondary _____	3
cEDU	351	Instructional Tech. for the Classroom Teacher	3
SPECIALTY:			
According to certification requirements for content area for Social Science.			30

**Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the Student Handbook for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

<u>Social Sciences</u>			
*Specialty according to certification requirements			30
Open Electives			12
Total Degree Requirements			120
<u>Mathematics</u>			
*Specialty according to certification requirements			27
Open Electives			15
Total Degree Requirements			120
<u>English</u>			
*Specialty according to certification requirements			27
Open Electives			15
Total Degree Requirements			120

Exceptional Education Specialty

A specialty is offered in varying exceptionalities. These courses are to be taken in a specified sequence. Contact an advisor for details.

Varying Exceptionalities Specialty

ESE	408	Classroom Procedures for Mentally Handicapped	3
ESE	429	Educational Programming for the Emotionally Handicapped	3
ESE	435	Survey in the Education of Exceptional Children	3
ESE	436	Tesching Mildly Handicapped Students	3
ESE	438	Educational Assessment of Exceptional Children	3
ESE	439	Curriculum for Learning Disabilities	3
ESE	440	Introduction to Language Development and Speech Disabilities	3
ESE	453	Vocational/Functional Life Skills	3
ESE	458	Classroom Management of Exceptional Students	3

Applied Professional Studies for Career Development Students

GENERAL DISTRIBUTION:

LANG	1110	Critical Reading and Writing I	3	36
LANG	1120	Critical Reading and Writing II	3	
LANG	2010	Fundamentals of Public Speaking	3	
MAT	102	Introductory Algebra (or higher)	3	
MAT	133	Mathematical Way of Thinking	3	
CAP	111	Computer Literacy	3	
ARTS, HUMN, LITR, PHIL			6	
LSC/PHY	Electives		6	
PSY	Elective		3	
Liberal Arts Elective:	COMM/ECO/GEO/HIST/HUMN/LANG/LSC/MAT/PHY/POL/PSY/SOC		3	

GENERAL EDUCATION SPECIFIED ELECTIVES:

(Choose one course from two of the following areas)

ETHICAL ISSUES

PHIL	3210	Ethics	3
BUS	410	Business Ethics	3

ENVIRONMENTAL ISSUES

GEO/PHY	226	Conservation of Natural Resources	3
LSC/PHY	104	Environmental Studies	3
LSC	222	Marine Biology	3

INTERNATIONAL AND CROSS-CULTURAL ISSUES

BUS	355	Introduction to International Business	3
HIST	2250	The Pacific Rim	3
HIST	2130	Latin American and Caribbean Studies	3
SOC	311	Women and Society: Cross-Cultural Perspectives	3

Concentration I (Transferred) 18

Concentration II (Taken at Nova Southeastern) 18

Concentration II, taken at Nova Southeastern, may consist of the specialties or approved concentrations listed below:

Business Concentration
Computer Studies Concentration
Legal Assistant Studies Specialty
Legal Studies Specialty
Psychology Concentration
Speech-Language Pathology Specialty
Substance Abuse Studies Specialty
Women's Studies Specialty

OPEN ELECTIVES:

39

TOTAL DEGREE REQUIREMENTS:

120

Legal Assistant Studies

GENERAL DISTRIBUTION:			36
LANG	1110	Critical Reading and Writing I	3
LANG	1120	Critical Reading and Writing II	3
LANG	201	Fundamentals of Public Speaking	3
MAT	103	Intermediate Algebra	3
MAT	133	Mathematical Way of Thinking	3
CAP	111	Computer Literacy	3
HUM		Electives	6
LSC/PHY		Electives	6
PSY	311	Interpersonal Communication	3
Liberal Arts Electives: COM/ECO/GEO/HIS/HUM/LANG/LGS/LSC/MAT/PHY/POL/PSY/SOC			3
PROGRAM REQUIREMENTS:			12
HUMN	2310	Critical Thinking	3
HUMN	3210	Ethics	3
LGS	366	Philosophy of Law	3
LEG	221	Computer Applications for the Legal Prof.	3
MAJOR REQUIREMENTS:			12
LEG	115	Introduction to Law and the Legal Prof.	3
LEG	240	Business Relations & Organizations	3
LEG	305	Civil & Criminal Responsibility	3
LEG	310	Legal Research & Writing I	3
LEG	326	Real Estate Practice I	3
LEG	330	Litigation & Procedure I	3
LEG	336	Wills, Trusts, & Estates I	3
LEG	355	Family Law	3
LEG	406	Debtor & Creditor Relations	3
LEG	411	Legal Research & Writing II	3
LEG	427	Real Estate Practice II	3
LEG	431	Litigation & Procedure II	3
LEG	437	Wills, Trusts & Estates II	3
LEG	441	Corporate Regulation & Change	3
LEG	451	Special Topics	3
LEG	456	Elder Law	3
ELECTIVES			24
TOTAL DEGREE REQUIREMENTS:			120

Psychology for Career Development Students

GENERAL DISTRIBUTION:			48
LANG	1110	Critical Reading and Writing I	3
LANG	1120	Critical Reading and Writing II	3
LANG	2010	Fundamentals of Public Speaking	3
MAT	133	Mathematical Way of Thinking	3
CAP	111	Computer Literacy	3
PSY	102	Introduction to Psychology	3
LSC/PHY		Electives	6
MAT	302	Applied Statistics	3
ARTS,HUMN,LITR,		Electives	6
PHIL			
SOC		Electives	6
Liberal Arts Electives: COMM/ECO/GEO/HIST/HUMN/LANG/LSC/MAT/PHY/POL/PSY/SOC			6
MAJOR REQUIREMENTS:			12
PSY	300	Research Methods	3
PSY	311	Interpersonal Communication	3
PSY	480	Practicum in Psychological Research gr	3
PSY	481	Practicum in Community Psychology	3
PSY	484	Advanced Practicum gr	3
PSY	488	Senior Seminar	3
FOUNDATION COURSES:			9
(Select at least three courses from the following foundation courses.)			
PSY	238	Child and Adolescent Development	3
PSY	316	Issues in Social Psychology	3
PSY	321	Personality	3
PSY	351	Human Learning and Cognition	3
PSY	460	Biological Basis of Behavior	3
PSYCHOLOGY ELECTIVE COURSES:			12
(Select at least four psychology (PSY) courses after consulting an adviser. These may be additional foundation courses or specialty courses. The specialty courses are listed on the following page.)			
OPEN ELECTIVES:			42
TOTAL DEGREE REQUIREMENTS:			120

PSYCHOLOGY ELECTIVE COURSES:

PSY	164	Current Perspectives in Substance Abuse	3
PSY	211	Human Sexuality	3
PSY	213	Family Relationship Skills	3
PSY	239	Adulthood and Aging	3
PSY	245	Forensic Psychology	3
PSY	246	Health Psychology	3
PSY	247	Loss, Grief, and Bereavement	3
PSY	303	Experimental Psychology	3
PSY	326	Abnormal Psychology	3
PSY	330	Behavior Modification	3
PSY	336	Psychology of Women	3
PSY	345	Interviewing	3
PSY	350	Community Psychology	3
PSY	355	Substance Abuse and the Family	3
PSY	356	Substance Abuse in Business and Industry	3
PSY	357	The Psychology and Physiology of Substance Abuse	3
PSY	358	Rehabilitation Strategies for Substance Abuse	3
PSY	362	Drug Prevention and Education	3
PSY	363	Professional Development in Substance Abuse	3
PSY	371	History and Theories of Psychology	3
PSY	376	Multicultural Issues in Psychology	3
PSY	380	Current Psychotherapies	3
PSY	405	Psychological Tests and Measurements	3
PSY	410	Individual Counseling	3
PSY	415	Group Counseling	3
PSY	483	Practicum In Substance Abuse Treatment	3

Legal Assistant Studies Specialty

The Legal Assistant Studies Specialty is offered for students who are pursuing their bachelor's degree and for students who already have their bachelor's degree.

The program is appropriate for students who are pursuing legal assistant or other law-related careers or business and for others who desire to understand the U.S. legal system and enhance their legal knowledge and skills.

The eight Legal Assistant Studies Specialty courses are:

LEG 115	Introduction to Law and the Legal Profession
LEG 240	Business Relations and Organizations
LEG 305	Civil and Criminal Responsibility
LEG 310	Legal Research and Writing
LEG 326	Real Estate Practice
LEG 530	Litigation and Civil Procedure
LEG 336	Wills, Trusts, and Estates
LEG 355	Family Law

Substance Abuse Studies Specialty

This program is designed to meet the needs of those who wish to develop a broad base of knowledge concerning substance abuse problems, resources available for managing these problems, and modes of treatment of the individual substance abuser. This specialty is appropriate for students employed in or wishing to enter the field of substance abuse treatment, as well as any students who feel that the knowledge base provided in this program will be useful to them in their careers (management, teaching, etc.).

The Substance Abuse Studies Specialty Program involves six core and two counseling courses:

PSY/EDU 362	Drug Prevention and Education
PSY/SOC 355	Substance Abuse and the Family
PSY/MGT 356	Substance Abuse in Business and Industry
PSY 357	Psychology and Physiology of Substance Abuse
PSY 358	Rehabilitation Strategies in Substance Abuse Treatment
PSY 363	Professional Development in Substance Abuse
PSY 410	Individual Counseling
PSY 415	Group Counseling

Nova Southeastern University is listed as a single-source provider by the Certification Board for Addictions Professionals in Florida (CBAPF).

The CBAPF has three specialty areas for certification: Certified Addictions Professional (CAP), Criminal Justice Addiction Professional (CJAP), and Certified Addiction Prevention Professional (CAPP). Nova Southeastern University is the only single-source provider in Florida that offers classes in all three specialty areas.

The Substance Abuse Studies Specialty at Nova Southeastern is designed so interested applicants will be able to pursue certification without interrupting their present career. Courses may be taken for college credit or for continuing education.

Nova Southeastern University is also an approved continuing education provider for the Board of Nursing and for the Department of Professional Regulation for Mental Health Counselors, Marriage and Family Therapists, and Social Workers, among others.

LIBERAL ARTS

The bachelor of science degree is offered through the Liberal Arts Department with the following major concentrations:

General Studies

Legal Studies

The General Studies major is offered for those students who may have spent a number of years outside the academic environment but wish to pursue a liberal studies education focusing on ethics, multicultural relations, social and environmental concerns, and literature and the arts. Within the curriculum, students will be able to achieve both a breadth of knowledge and expertise in particular areas of study.

The Legal Studies major is designed for students interested in preparing for law school or other graduate study and for those who want to pursue a liberal arts major with a legal perspective. The courses in the major area are designed to assist students in developing analytical and communication skills and an understanding of economic, political, and social contexts within which legal issues arise.

General Distribution Requirements for Career Development Students in General Studies Major

GENERAL DISTRIBUTION REQUIREMENTS: 45

CAP	111	Computer Literacy	3
PHIL	3210	Ethics	3
ARTS/HUMN		Electives	6
LITR/PHIL			
LANG	1110	Critical Reading and Writing I	3
LANG	1120	Critical Reading and Writing II	3
LANG	2010	Fundamentals of Public Speaking	3
LSC/PHY		Electives	6
MAT	103	Intermediate Algebra	3
MAT	133	Mathematical Way of Thinking	3
PSY		Elective	3
COMM/ECO/GEO/HIST/HUMN/LANG/LSC/MAT/PHY/POL/PSY/SOC		Electives	9

General Studies for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS: 45

Students will take five courses in each of three of the four areas:

Area I: Human Development

HUMN	4900	Special Topics in Humanities (When offered as "Death and Dying")	3
PHIL	3330	History of Political Thought I	3
PHIL	3340	History of Political Thought II	3
PSY	238	Child and Adolescent Development	3
PSY	239	Adulthood and Aging	3
PSY	326	Abnormal Psychology	3
PSY	336	Psychology of Women	3
PSY	351	Human Learning and Cognition	3

Area II: Environmental Problems

LGST	2610	Cultural Minorities and the Law	3
LSC	104	Environmental Studies	3
LSC	320	General Ecology/Lab	4
PHY	106	Introduction to Oceanography	3
PSY	316	Social Psychology	3
PSY	354	Substance Abuse: Historical and Legal Perspectives	3
PSY	355	Substance Abuse and the Family	3
WMST	2050	Feminist Thought: Intro. to Women's Studies	3

Area III: International and Multicultural Studies

BUS	355	International Business	3
FIN	455	International Finance	3
HIST	2160	African Studies	3
HIST	2250	The Pacific Rim	3
LITR	3050	Area Studies in Literature (When offered as "Latin Am. Fiction")	3
MGT	355	International Management	3
POL	201	Comparative Government	3
SOC	311	Women and Society: Cross-Cultural Perspectives	3

CONTINUED ON THE NEXT PAGE

General Studies for Career Development Students, CONTINUED

Area IV: Comparative Literature and the Arts			
ARTS	3020	Women and the Arts	3
ARTS	3300	Myth and Art	3
ARTS	3300	Non-Western and Modern Art	3
ARTS	2400	The Theatre Arts	3
ARTS	4900	Special Topics in the Arts	3
LITR	3010	Studies in British Literature	3
LITR	3020	Studies in American Literature	3
LITR	3030	Studies in World Literature	3
LITR	3040	Women and Literature	3
LITR	3050	Area Studies in Literature	3
LITR	3610	Literary Genres	3
LITR	4700	Major Authors	3
LITR	4710	Legends and Motifs in Literature	3
LITR	4900	Special Topics in Literature	3

OPEN ELECTIVES:	30
TOTAL DEGREE REQUIREMENTS:	120

General Distribution Requirements for Career Development Students in Legal Studies Major

GENERAL DISTRIBUTION REQUIREMENTS:				45
CAP	111	Computer Literacy		3
HIST		Electives		6
ARTS, HUMN		Electives		6
LITR, PHIL				
LANG	1110	Critical Reading and Writing I		3
LANG	1120	Critical Reading and Writing II		3
LANG	2010	Fundamentals of Public Speaking		3
LSC/PHY		Electives		6
* MAT	103	Intermediate Algebra		3
* MAT	133	Mathematical Way of Thinking		3
Liberal Arts Electives: HUM/PSY/HIS/SOC/LAC/LGS/LAN/POL				9

* A higher-level MAT course may be substituted.

Legal Studies for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS:				45
MAJOR REQUIREMENTS:				48
PHIL	3210	Ethics		3
LGST	2010	Law in Action		3
LGST	2100	The Legal Profession		3
LGST	2400	Comparative Legal Systems		3
* LGST	2600	Women and Law		3
* LGST	2610	Cultural Minorities and the Law		3
* LGST	2620	Children and the Law		3
* LGST	2630	Law and Popular Culture		3
* LGST	2640	Judiciary and Democracy		3
HIST	3010	Constitutional History I		3
HIST	3020	Constitutional History II		3
LGST	3260	Law and American Culture		3
**PHIL	3330	History of Political Thought I		3
**PHIL	3340	History of Political Thought II		3
LGST	3660	Philosophy of Law		3
LGST	4050	Civil and Political Liberties		3
LGST	4260	Law and the American Mind		3
LGST	4300	Legal Research/Writing and Mock Trial		6
LGST	4410	International Law		3
***LGST	4400	Special Readings in Legal Studies		3
***LGST	4450	Capstone Course in Legal Studies		3

* Choose any one of the 260-sequence courses.

** Choose only one.

*** Choose only one for the senior legal studies project.

OPEN ELECTIVES:	27
TOTAL DEGREE REQUIREMENTS:	120

Latin American and Caribbean Studies Specialty

This program provides a broad interdisciplinary base for students who plan careers involving Latin American and Caribbean peoples in business, government, psychological services, the legal profession, or education. The specialty program is not a major but must be completed in conjunction with one of the undergraduate majors. The requirements for this program are as follows:

The student will complete 24 credits of courses with a Latin American and Caribbean emphasis. Appropriate courses taken within the General Education curriculum or the major may satisfy all or most of this requirement. Spanish language courses at the 200 level or above also satisfy part of this requirement. The student will take at least 9 of the 24 required credits outside the major.

The student will have to demonstrate competency in an appropriate foreign language. This requirement may be satisfied through course work, by examination, or in conjunction with an approved, study-abroad experience.

Courses that are automatically applicable toward the specialty in Latin American and Caribbean Studies include the following:

HIST	2130	The Formation of Latin America (Formerly HIS/LAC 213)
HIST	2140	Modern Latin America (Formerly HIS/LAC 214)
HIST	2250	The Pacific Rim (Formerly LAC/HIS 32: Emerging Nations)
LACS	4850	Preparation for Field Studies (Formerly LAC 485)
LACS	4860	Field Study in Latin America (Formerly LAC 486)
LACS	3000	Special topics in Latin American and Caribbean Studies (formerly LAC 2900-3000)
LGST	2400	Comparative Legal Systems (Formerly LAC/LGS 240)
LGST	2610	Cultural Minorities and the Law (Formerly LAC/HIS/LGS 261)
LITR	3050	Area Studies in Literature, when offered as "Caribbean Literature" (Formerly LAC 323)

In addition to the above-mentioned courses, other courses may be approved by the program coordinator as applicable toward the specialty.

Legal Studies Specialty

This program is designed to provide a sound understanding of the American legal system and its interaction with other aspects of American culture. It is especially suggested for those students who plan careers in business or government or intend to go to law school (Prerequisite: LANG 1120).

LGST	2010	Law in Action: Introduction to Legal Reasoning
LGST	2100	The Legal Profession
HIST	3010	Constitutional History I
HIST	3020	Constitutional History II
PHIL	3330	History of Political Thought OR
LGST	3260	Law and American Culture OR
LGST	4260	Law and the American Mind

Women's Studies Specialty

The Women's Studies Program is designed to explore the challenges and issues that confront women in society. An interdisciplinary program, it covers such topics as business, law, philosophy, science, literature, anthropology, psychology, gerontology, and the arts. Students may earn a specialty by completing five of the courses offered for a total of 15 credits. For most instances, the women's studies courses may satisfy humanities electives in the core curriculum. Individual courses are also open to the general student population.

Courses that may be used toward completing a women's studies specialization are:

ARTS	3020	Women and the Arts (Formerly WMS/HUM 401)
BUS/SOC	324	Women in the Workforce (Formerly WMS/BUS/SOC 324)
FILM	3000	Studies in Film, when offered as "Women and Film" (Formerly WMS/HUM 404: Women and Film)
LGST	2600	Women and Law. (Formerly WMS/LGS 260)
LITR	3040	Women and Literature. (Formerly WMS/HUM 306)
LITR	4700	Major Authors, when offered as "Women Authors"
PSY	336	Psychology of Women (Formerly WMS/PSY 335)
SOC	311	Women and Society: Cross Cultural Perspectives (Formerly WMS/SOC 311)
SOC	403	Images of Women in Popular Culture (Formerly WMS/HUM 403)
WMST	2050	Feminist Thought: Intro. to Women's Studies (Formerly WMS/HUM 305)
WMST	4900	Special Topics in Women's Studies

In addition to the above courses, other courses may be approved by the program coordinator as applicable toward the specialty.

COURSE DESCRIPTIONS

Course numbers in parentheses indicate that the course was previously offered with a different prefix or course number. Course names in parentheses indicate that the course was previously offered under a different name (see ACT 205, ACT 207). Courses marked with an asterisk fulfill the Gordon Rule.

ACCOUNTING (ACT)

ACT 205 Principles of Accounting I/3 sem. hrs. (formerly called Introduction to Financial Accounting; ACT 101, 203, 209) Conceptual framework of accounting, including the entity concept, materiality, unit of measure, continuity, and periodicity. Basic double-entry bookkeeping including journalizing of transactions, posting, preparing a trial balance, adjusting, closing, and basic financial statement presentation. Prerequisite: CAP 111

ACT 207 Principles of Accounting II/3 sem. hrs. (formerly called Introduction to Managerial Accounting; ACT 102, 206, 210) A continuation of ACT 205. Includes corporate structure, stockholders, equity, long-term liabilities, department and branch accounting, costing methods, cost-volume-profit analysis, and financial statement analysis. Prerequisite: ACT 205.

ACT 303 Cost Accounting/3 sem. hrs. (ACT 111, 211) Role of cost accounting as a tool for managerial decision making. Cost-volume-profit analysis, job order costing, and absorption costing. Application of these skills to the overall operation of a business. Prerequisite: ACT 207.

ACT 305 Intermediate Accounting I/3 sem. hrs. (ACT 201) A continuation and expansion of Principles of Accounting. The concepts underlying valuation, accounting for leases, and accounting for warranty costs. Application of these concepts to financial statement presentation. Prerequisite: ACT 207.

ACT 306 Intermediate Accounting II/3 sem. hrs. (ACT 202) A continuation and expansion of Intermediate Accounting I. The conceptual foundations of sources and application of funds from both a cash and working capital basis, reporting earnings per share, and accounting for other selected transactions. Prerequisite: ACT 305.

ACT 308 Cooperative Education (no credit) Work placement for a period of 16 to 18 weeks. The placement will be directly related to the student's program of study.

ACT 311 Federal Taxation I/3 sem. hrs. The fundamentals of individual income taxation. A background of accounting courses is not essential for this course. The course may be of special interest to non-business majors. Topics include exemptions, exclusions, and deductions available to the individual. These concepts will aid the student in the preparation of an individual tax return. Prerequisite: ACT 205.

ACT 312 Federal Taxation II/3 sem. hrs. An overview of the Internal Revenue Code as it applies to partnerships, corporations, estates, and trusts. Prerequisite: ACT 311.

ACT 401 Advanced Accounting/3 sem. hrs. (ACT 301) A continuation and expansion of Intermediate Accounting II. Accounting principles for consolidations and combinations, accounting for branches, and accounting for liquidations. Accounting for nonprofit organizations and other selected topics. Prerequisite: ACT 306.

ACT 421 Auditing/3 sem. hrs. (ACT 321) An overview of basic auditing concepts, auditing standards and audit programs. Special emphasis on preparing the student for the auditing section of the CPA examination. Prerequisite: ACT 305.

ACT 490 Advanced Special Topics: Practicum in Individual Federal Taxation/3 sem. hrs. Training in preparation of tax forms 1040, 1040A and 1040EZ. Students will organize and operate IRS-sponsored volunteer income tax assistance center at Nova Southeastern University to serve members of the local community.

ACT 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in accounting that are not included in the regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering differing content.

THE ARTS (ARTS)

ARTS 2300 Art and Society/3 sem. hrs. This course examines the ways in which artists and the arts have influenced Western society from the Renaissance to the 20th century, focusing on painting, sculpture, architecture, music, dance and film. Students will also visit local museums and attend musical and theatrical events as a means of gaining a greater understanding of the arts within the local community. Formerly HUM 381.

ARTS 2400 The Theatre Arts/3 sem. hrs. This course focuses on the arts of the Theatre, including drama, music, dance and play production, particularly those plays representing major theatrical trends. Formerly HUM 240.

ARTS 2500 Music through History/3 sem. hrs. This course investigates the contribution of music and composers to Western culture since the Middle Ages. It encourages students' recognition and analysis of instrumental voice and the structure and development of basic musical forms. Formerly HUM 375.

ARTS 2540 Introduction to Film Criticism/3 sem. hrs. Understanding film as an art form through examining its history. Topics include the technological and commercial origins of film, social developments affecting film, and critical approaches to film. Prerequisite, except for Career Studies students: LAN 112. Formerly HUM 254.

ARTS 3000 Film Studies/3 sem. hrs. A study of film in its relation to specific film genres, minorities or literature. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. Prerequisite, except for Career Studies students: FILM 254: Intro to Film Studies.

ARTS 3020 Women and the Arts/3 sem. hrs. A study of the particular contributions of women in art, music, theatre, and dance. Prerequisite, except for Career Studies students: ARTS 2300 or ARTS 2500. Formerly WMS/HUM 401.

ARTS 3300 Myth and Art/3 sem. hrs. This course focuses on the relations between verbal and visual arts, particularly the myths and epics of Europe and the Mediterranean world, and the later literary and artistic traditions developing from them. Prerequisite, except for Career Studies students: ARTS 2300 or ARTS 2500. Formerly HUM 218.

ARTS 3400 Non-Western and Modern Art/3 sem. hrs. This course focuses on Asian, Oceanic, African and Native American arts and cultures, their discovery by the West, and their influences on the development of 20th-century art and society. Prerequisite, except for Career Studies students: ARTS 2300 or ARTS 2500. Formerly HUM 220.

ARTS 4900 Special Topics in the Arts/3 sem. hrs. This course is designed for students with an interest in a particular period or genre of art and/or music, specific artists or composers, or topics not covered in other art and music courses. Prerequisite, except for Career Studies students: ARTS 2300 or ARTS 2500. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval.

BUSINESS (BUS)

BUS 101 Introduction to Business/3 sem. hrs. (BUS 105, 1018) A basic course in the study of the private enterprise system. A brief history and background of the system and its components, functions, disciplines, and laws. The future of enterprise as a network is discussed.

BUS 213 Business Applications of Microcomputers/3 sem. hrs. (BUS 113) Theory and application of programs for microcomputers that are useful in the business environment. Accounting, database management, and information system management programs will be included. A computer laboratory-oriented course. **Prerequisites:** ACT 205, CAP 111. Identical to CAP 213

BUS 215 Business Law I/3 sem. hrs. (BUS 201) The fundamentals of business law, contract law, property law, and negotiable instruments as these areas apply to business organizations. Credit cannot be obtained for both BUS 215 and LEG 240.

BUS 270 Current Issues in Telecommunications/3 sem. hrs. This course focuses on telecommunications, the science of transporting information via electrical, electromagnetic, optical or other systems. A foundation of basic telecommunications applications and principles will be established. The technical and managerial aspects of telecommunications from a business perspective will also be presented. Special emphasis will be placed on current technological, legislative, and regulatory issues facing the telecommunications industry.

BUS 302 Business Communications/3 sem. hrs. Study of strategy and implementation of effective written and oral business communications. Topics include persuasive messages, delivery of good news and bad news, sales letters, collection messages, design of business reports and oral presentations, use of visual aids, and effective memos. **Prerequisite:** LAN 111. Identical to MGT 490.

BUS 305 Organization Theory/3 sem. hrs. (BUS 311) Emphasizes modern organizations and their structure and systems. The special problems of large research and development organizations; project and/or program management; matrix management; venture management; and contingency management. **Prerequisite:** MGT 205.

BUS 308 Cooperative Education (no credit) Work placement for a period of 16 to 18 weeks. Placement will be directly related to the student's program of study.

BUS 310 Small Business Management/3 sem. hrs. (BUS 351, 210) A study of management problems that relate to the small-scale entrepreneur. The evaluation of options available and decisions to be made in initiating a business; implementing financial and administrative controls, operating systems, pricing and marketing strategy, and understanding the legal environment in which the business must function.

BUS 315 Business Law II/3 sem. hrs. (BUS 216) A continuation and expansion of Business Law I. Agency law, bailments and the Uniform Commercial code as these areas apply to business organizations. **Prerequisite:** BUS 215

BUS 324 Women in the Workforce/3 sem. hrs. A study to examine various obstacles faced by women in the business community and explore techniques used by successful female corporate executives and entrepreneurs to overcome these obstacles. Identical to SOC/WMS 324.

BUS 325 Business, Government, and Society/3 sem. hrs. (BPM 315, POL 315) Consideration of relationships between business enterprises and the social and political milieu in which these enterprises operate. New concepts in business ethics and corporate responsibility. Governmental regulation of business.

BUS 350 Business Relations and Organizations/3 sem. hrs. Topics will include contracts (the essential elements, defenses to enforceability, third party beneficiaries and assignments), the Uniform Commercial Code, sole proprietorships, general and limited partnerships, and corporations. This course is not required for those students who have taken BUS 215 and BUS 216. Identical to LEG 350.

BUS 355 Introduction to International Business/3 sem. hrs. (BUS 255, MGT 491) Survey of the field that includes the legal and cultural environment of international business; international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; international accounting. **Prerequisite:** BUS 101.

BUS 409 Quantitative Methods/3 sem. hrs. (BUS 321) Emphasis on specific decision-making tools and their applications in various business situations. How to solve problems of cost-volume-profit analysis; linear programming; Markov-chain gaming; the assignment problem; the transportation problem; PERT and other network models; decision theory; inventory problems; computer simulation; and waiting line models. **Prerequisite:** MAT 302.

BUS 410 Business Ethics/3 sem. hrs. Examines the nature of morality and the theories of normative ethics. Identifies a variety of ethical issues and moral challenges within the corporation. Focuses on moral problems involving consumers, the environment, the professions, and the role of the corporation in our society.

BUS 420 Real Estate Practice/3 sem. hrs. Topics will include interests in real property, contracts, deeds, mortgages and other encumbrances, mortgage foreclosure procedures, title searches, title insurance, and leases. Students will prepare closing documents for a residential real estate transaction. **Prerequisite:** LEG 215 or LGS 201; or permission of coordinator. Identical to LEG 425.

BUS 461 Research Methods/3 sem. hrs. (BUS 499) This course introduces a set of conceptual tools and techniques that will be applied to the analysis and proposed solution of real problems in an organization setting. Students will submit a research proposal as part of the course requirements. **Prerequisites:** LAN 111 or LAN 311; MAT 302.

BUS 462 Management Applied Project/3 sem. hrs. This is a course registration number for students in the BPM program who must complete an applied project, or Practicum, as part of their degree requirements. Students will meet in peer study-review groups on an occasional basis rather than a regularly scheduled class. **Prerequisites:** BUS 461 and approved project proposal.

BUS 488 Business Strategy and Policy/3 sem. hrs. (BUS 498) An integrative senior-year course in which the disciplines of management, finance, behavioral sciences, and marketing will focus on the solution of specific business problems. Case studies will be employed in this course. **Prerequisites:** ECO 201, ECO 202, and FIN 301; LAN 201 or LAN 312; and senior standing.

BUS 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in business that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

BUS 499 Independent Study in Business/1-12 sem. hrs. (BUS 197, 297, 397, 497) The student selects, and carries out independently, library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite:** written consent of instructor and division director.

COLLEGE LANGUAGE SKILLS (CLS)

CLS 105 College Language Skills I/3 or 6 sem. hrs. A fundamental college course primarily for non-native speakers of English. Stress will be on the development of all English skill areas through techniques for critical reading and academic writing. Identical to ESL 105. Prerequisite: placement examination.

CLS 106 College Language Skills II/3 or 6 sem. hrs. An advanced college course primarily for non-native speakers of English. Refining and coordination of the English skill areas will be emphasized through techniques for note taking, critical analysis of reading and reference materials, and documentation. Identical to ESL 106. Prerequisite: CLS 105 or placement examination.

COMPUTER APPLICATIONS (CAP)

CAP 111 Computer Literacy/3 sem. hrs. (COM 105, 1058, COR 134, CS 111) Introduction for the nontechnical person. Computer literacy, principles of computer operation, uses of computers in small businesses, schools, social service agencies, and hospitals. Hands-on experience with microcomputers and specialized software.

CAP 114 Computer Applications for Health Care Administrators/3 sem. hrs. (CS 114) Theory and applications of programs for computers that are useful in the health care environment. The course will include discussion of computerized monitoring and testing in addition to hands-on experience with microcomputers.

CAP 115 Microcomputer Applications/3 sem. hrs. (CS 115) Theory and application of programs for microcomputers that are used in management. Database programs, electronic spread sheets, and telecommunications will be included. A laboratory-oriented course. Prerequisite: CAP 111.

CAP 116 Advanced Microcomputer Applications/3 sem. hrs. (CS 116) A continuation of CAP 115. Emphasis on the use of the microcomputer in the management setting. Hands-on use of computer programs designed specifically for managers. Prerequisite: CAP 115.

CAP 213 Business Applications of Microcomputers/3 sem. hrs. (CS 113, CAP 113) Theory and applications of programs for microcomputers that are useful in the business environment. Accounting, database management, and information system management programs will be included. Computer laboratory course. Prerequisites: ACT 205, CAP 111. Identical to BUS 213.

CAP 215 Introduction to Internet Resources/3 sem. hrs. Introduction to accessing resources on the Internet. History and overview of the Internet, and standard Internet protocols, i.e., TCP/IP. Accessing resources using e-mail, gopher, Veronica, Jugghead, Archie, WAIS and graphics-based "WEB" browsers, e.g., MOSAIC, NETSCAPE. Overview of LYNX, and introduction to the Hypertext Markup Language (HTML), creating HTML documents and personal "Home Pages". Emphasis is on extensive use of Internet tools for accessing resources for all academic disciplines. Prerequisite: CAP 111 or permission of department.

CAP 375 Current Issues in Information Management/3 sem. hrs. (CS 375) Computer topics of importance to the data processing business manager. Flow of data, distributed processing, decision support systems, and modeling. Emphasis is on information as a company resource and source information management practices. Prerequisite: CCS 345.

COMMUNICATIONS (COMM)

COMM 2010 Introduction to Journalism/3 sem. hrs. Training in the elements of reporting with emphasis on the modern news story. Students will learn the elements of news, the style and structure of news writing, and the technology of newspaper production. Corequisite: LANG 1110.

COMM 2020 Introduction to Broadcast Journalism/3 sem. hrs. Training in the elements of broadcast reporting with emphasis on the modern electronic news story. Students will learn the elements of broadcast news, the style and structure of broadcast news writing, and the technology of radio productions. Corequisite: LANG 1110 or COMM 2030.

COMM 2030 Introduction to Broadcast Technology/3 sem. hrs. Students will be trained in using the equipment appropriate to modern broadcasting conditions in television and/or radio, including broadcast equipment and computer-oriented broadcasting devices. Corequisite: LANG 1110.

COMM 2100 Mass Media/3 sem. hrs. An examination of the impact of technology on the way we receive and process information and images, the basic legal and economic structure of the mass media, historical precedents and events of mass media, the new cultural forms that have emerged with the mass media, and the nature and implications of developing media technologies.

COMM 2510 Intermediate Telecommunications/3 sem. hrs. Students will be introduced to technological skills and tools that will assist them in modern communications, such as electronic publishing, electronic graphics, mainframe networks, electronic databases, etc. Prerequisite: CAP 111 or equivalent.

COMM 3010 Ethical Issues in Communication/3 sem. hrs. Students will explore ethical issues specific to the communications industry.

COMM 4010 Information Theory/3 sem. hrs. Students will examine the theoretical foundations of the "information society" and information theory, by examining the works of major theorists such as Claude Shannon and those whom he has influenced. Prerequisite: senior standing or permission of instructor.

COMPUTER ENGINEERING (CSEE)

CSEE 305 Electronics for Computer Science Majors/3 sem. hrs. An introduction to network analysis and electronic circuitry. Definitions of circuit parameters and components: voltage, current, resistance, capacitance, and inductance. Fundamental circuit analysis techniques, series and parallel combinations of components, transistor and diode characteristics and their applications in logic circuits, differences in existing manufacturing technologies for VLSI such as C-MOS, N-MOS, P-MOS. Prerequisite: CCS 160.

CSEE 460 Microprocessor Applications/3 sem. hrs. Applications in the design and stimulation of microprocessor-based circuits. Prerequisite: Senior standing.

COMPUTER SCIENCE (CCS)

CCS 140 Discrete Mathematics/3 sem. hrs. An introduction to the concepts and techniques of discrete mathematical structures that are used in the theory and application of computer science. Topics covered include logic, set theory, relations, functions, recurrence relations, matrices, algebraic structures, and graph theory. Prerequisites: MAT 103.

CCS 160 Logic Design/3 sem. hrs. (CS 160) This course will give the students an introduction to the basic fundamentals and elements of logic design. The course covers the number theory, fundamentals of Boolean algebra, state diagrams, combinational and sequential circuits, and design techniques with logic array components.

CCS 170 Computer Programming I/4 sem. hrs. (CS 170) An introduction to the principles of computer science by program development, knowledge representation, and problem solving. Extended Standard SCHEME is used to present the concepts and principles of programming in a NATURAL LANGUAGE from independent of any specific computer language. Concepts include first-class data structures, higher order functions, recursion, and algorithm design. CO requisites: CCS 140.

CCS 210 Computer Programming II/4 sem. hrs. An advanced course in program development, knowledge representation, and problem solving with Extended Standard SCHEME using NATURAL LANGUAGE analysis. Programming techniques using patterns, combinations, and modularization are developed. Advanced concepts include strings, vectors, abstract data types, trees, lists and matrices. I/O, file, search, and sort operations on data are implemented. Spreadsheet and database applications are developed. Prerequisites: CCS 140 and CCS 170.

CCS 220 Business Oriented Language (COBOL)/4 sem. hrs. A study of the COBOL programming language with emphasis on business applications. Students apply a structured, multiphase program development process that features a series of steps involving understanding of a problem, formal problem definition, design methodologies, program specification, breakdown, and files using COBOL. Prerequisites: CCS 140 and CCS 210.

CCS 221 Advanced COBOL/3 sem. hrs. A study of advanced COBOL programming using structured techniques. Topics to be covered include table handling, sequential and indexed file processing, database access, editing, sorting, and the Report Writer. Prerequisite: CCS 220.

CCS 240 Assemblers and Assembly Language Programming/4 sem. hrs. A detailed analysis of the operation of assemblers. Assembler features, assembly language programming, and macro facilities. Assembly language programs will be written as part of this course. CO requisites: CCS 210 Prerequisite: CCS 140.

CCS 260 C++ Programming Language/4 sem. hrs. An introduction to Object-Oriented programming using the C++ language. The design and implementation of programs using class libraries. Topics include data types, in line and overloaded functions and operators, class types and members, access and protection of members and friends, constructors and destructors, and streams. Prerequisites: CCS 140 and CCS 240.

CCS 305 Organization of the computer Environment/3 sem. hrs. Management of the computer environment, personnel, customer interface, budgeting, coordination, policy development, staffing, department interface, hardware and software selection planning, maintenance, and management. Prerequisite: CCS 210.

CCS 306 Digital Design/3 sem. hrs. Register transfer-level design of digital computers, data transfer hardware, organization of the central processing unit, design of the controller, and a complete design example. Prerequisites: CCS 160 and CCS 240.

CCS 308 Cooperative Education (no credit) Work placement for a period of 16-18 weeks. Placement will be directly related to the student's program of study.

CCS 315 Foundations of Computer Science/4 sem. hrs. Included are the mechanization of abstraction in computer science, propositional logic and predicate logic, induction versus recursion, countable and non-countable sets, finite state automata and regular expressions, pushdown automata and context-free languages, Turing machines, decidability and computability, and computational complexity. Prerequisites: CCS 140 and CCS 260.

CCS 320 Organization of Programming Language/3 sem. hrs. Development of an understanding of the organization of programming languages, introduction to formal study of programming language specification and analysis, comparison of two or more high-level modern programming languages. Prerequisite: CCS 260.

CCS 325 Networks and Data Communication/3 sem. hrs. An introduction to basic computer-driven data communications. The protocols, services, interfaces, and platforms for the transmission of data on networks are investigated. The integration of homogeneous & heterogeneous networks is developed: bridges, routers, and gateways. The OSI architecture is defined. The topology of network architecture is covered and the details of connection and connection less service, dedicated and switched circuits, access, error detection and correction explained. Prerequisite: CCS 260.

CCS 330 Advanced C++ and Object-Oriented Programming/4 sem. hrs. An advanced course in Object Oriented programming using C++. Includes advanced programming techniques of inheritance, virtual functions, polymorphism, and templates the principles of reusability, composition, and aggregates are developed. Fundamental abstract data types such as stacks, queues, and forward and backward linked-lists are used for problem solving. Prerequisites: CCS 140 and CCS 260.

CCS 340 Data Structures/4 sem. hrs. A course in fundamental data structures and their application in the context of C++. Advanced data structure concepts are developed including paged binary trees, B and B++ trees, hashing, directed graphs, matrices, set manipulation, and finite state machines. Quantitative analysis of algorithms are employed. Advanced sorts and string searches are developed for data manipulation and class libraries implemented for complicated heterogeneous data files like multimedia. Advanced concepts of abstraction with babs and polymorphism are investigated. Prerequisites: CCS 140 and CCS 260.

CCS 342 Introduction to File Structures/3 sem. hrs. An introduction to the concepts and techniques of structuring data on bulk storage devices. File access techniques of structuring used on storage devices, and file input/output are covered. Prerequisite: CCS 340.

CCS 353 Introduction to Artificial Intelligence/3 sem. hrs. Introduction to the basic concepts and techniques of AI and expert systems. Topics include logic, problem solving, knowledge representation methods, reasoning techniques, search strategies, and heuristic methods applied in AI and expert systems. Techniques for natural language processing, modeling, and pattern matching are developed. Symbolic languages like Scheme and Prolog are used. Prerequisite: CCS 340.

CCS 360 Numerical Analysis/3 sem. hrs. An implementation course using C/C++ that devises methods for approximating solutions to mathematically expressed problems derived from physical phenomena. Topics include linear and non-linear systems of equations and producing solutions within specified tolerance for a sequence of algebraic and logical operations. Prerequisites: CCS 140 and CCS 340.

CCS 364 Computer Security/3 sem. hrs. Issues of security, privacy, and control from the viewpoint of the computer user. Emphasis on procedures for protecting systems from unauthorized use, theft, vandalism, and natural disasters. Ethical issues in computer usage are covered. Prerequisite: CCS 340.

CCS 375 Software Engineering/4 sem. hrs. An introduction to the process of developing software systems. Software life-cycle models, quality factors, requirements analysis and specification, software design (functional design and object-oriented design), implementation, testing, management of large software projects. Prerequisite: CCS 330.

CCS 385 Operating Systems Concepts/3 sem. hrs. Methods in the analysis and design of large-scale systems, including concepts of semaphores, processes, linear address space, resources allocation, protection, basic topics in operating system development. Prerequisite: CCS 330.

CCS 405 Computer Architecture/3 sem. hrs. A structured approach to the architecture of computers is covered as the interrelation of software and hardware design: logic level, machine level, operating system level, assembly language level. CISC/RISC and parallel architectures are introduced. Prerequisite: CCS 385.

CCS 430 Distributed Data Processing/4 sem. hrs. Concepts and mechanisms in the design of distributed systems: process synchronization; reliability; distributed resource management; deadlock; and performance evaluation. Case studies of selected distributed systems are covered. Prerequisite: CCS 340.

CCS 435 Introduction to Robotics/3 sem. hrs. Principles and concepts of modern robots and automated systems are developed: robot's intelligence, drive methods, motion control, software and hardware support. Prerequisite: requires senior standing.

CCS 453 Database Management/3 sem. hrs. Concepts and structures necessary to design and implement a database system, including logical and physical file organization and data organization techniques, data models, networks, data integrity and file security. Topics covered include logical and user's viewpoint, theoretical foundations, and physical system implementation. Prerequisite: CCS 340.

CCS 460 Systems Programming/4 sem. hrs. A study of various system programming techniques, hardware-software interface, software-controlled hardware. A comparison of several existing computer systems will be made. Prerequisite: CCS 340.

CCS 465 Introduction to Interactive Computer Graphics/3 sem. hrs. An introduction to the principles of interactive computer graphics. Topics include fundamentals of raster graphics (scale-conversion, clipping, fill methods, and anti-aliasing), 2D and 3D transformations, projections, 3D modeling, hidden surface removal methods, ray tracing, and graphical user interfaces. The hardware of the graphic environment is defined and new development platforms for graphics in windows investigated. Prerequisite: CCS 340.

CCS 470 Design and analysis of Algorithms/3 sem. hrs. Topics include algorithmic paradigms such as divide-and-conquer, greedy methods, and concepts relating to analysis such as asymptotic notation and NP-completeness. Sorting and searching algorithms are designed and analyzed, as are algorithms for manipulating trees, graphs, and sets. Prerequisite: CCS 340.

CCS 471 Advanced Microcomputer Applications Interfacing/3 sem. hrs. This course will deal with the hands-on use of a microcomputer utilizing word processor, spreadsheet, database interfacing with programming languages, and introduction to decision support systems and expert systems. Prerequisite: requires senior standing.

CCS 480 Introduction to Compilers and Interpreters/3 sem. hrs. An introduction to compiler/interpreter design. Topics include lexical analysis, parsing, intermediate code, final code generation, optimization, and error recovery. Prerequisite: CCS 340.

CCS 483 UNIX Operating System Environment/3 sem. hrs. The concepts of the UNIX operating system are presented. Topics include system commands, system editors, awk, sed, text formatting tools, and shell programming. The use of modem and terminal software and system maintenance utilities are covered as well as system calls in C, lex, yacc, ar, and make. Prerequisite: CCS 260.

CCS 488 Special Topics in Computer Science/3 sem. hrs. Topics in computer science that are not included in regular course offerings. Specific contents is announced in the course schedule for a given term. Prerequisite: requires senior standing or consent of instructor.

CCS 488 Special Topics in Computer Information Systems/3 sem. hrs. Topics in computer information systems that are not included in regular course offerings. Specific contents is announced in the course schedule for a given term. Prerequisite: requires senior standing or consent of instructor.

CCS 490 Directed Project/3 sem. hrs. A major project will be completed by the student under the direction of a faculty member. Prerequisite: requires senior standing.

CCS 496 Design Automation/3 sem. hrs. System design using automated tools such as MAGIC and SPICE. Prerequisite: requires senior standing.

COOPERATIVE EDUCATION (COOP)

COOP 3810 Cooperative Education/1-3 sem. hrs. A 10-20 hour a week paid work experience in the student's major area of study. Prerequisite: cumulative GPA of 2.5 or higher and the completion of 36 or more credit hours.

CORE STUDIES IN PROFESSIONAL AND LIBERAL STUDIES (CORE)

***CORE 141 Journey I/3 sem. hrs.** The metaphor of life as a journey provides the vehicle for this exploration. Students will examine literary and other creative works as well as participate in the process of documenting their own undergraduate journey.

***CORE 142 Human Nature, Human Behavior/3 sem. hrs.** An examination of the biological and environmental influences that shape the individual. An analysis of classic and contemporary sources will help the student think critically about basic theories and issues such as nature versus nurture, the mind/body dichotomy, cognitivism, behaviorism, and the scientific explanation of behavior.

*** CORE 143 The Living Earth: An Environmental Perspective/3 sem. hrs.** Students will study the science of ecology and the impact made by humans on the environment. The course will make obvious the fact that there are no simple answers or quick solutions to the environmental problems now faced. It will, however, help students gain a more complete and genuine understanding of the cause-and-effect relationships that operate in the environment, thereby providing a basic perspective by which they can evaluate their own responsibility to the long-term sustainability of the biosphere.

*** CORE 144 Other Voices, Other Visions: Multicultural Perspectives/3 sem. hrs.** This course examines the role of "world view," encourages an appreciation of different people and cultures, and fosters respect for diversity in local, national, and international environments.

*** CORE 245 Individual and Social Systems/3 sem. hrs.** A study of the nature of institutions and the reciprocal relationship between individuals and institutions. Emphasizes in particular the goal of developing a sense of community and social responsibility among students and faculty.

*** CORE 246 Economic Transformations and Society/3 sem. hrs.** This course will study the impact of economic interactions based on the assumption that the economy is merely one aspect of a whole ecological, social, and political fabric. Economic systems and issues will be analyzed within the broader context of human rights, environmental consequences, and ideological goals and outcomes.

*** CORE 347 Ethical Systems/3 sem. hrs.** An examination of ethical systems that instruct in matters related to moral action, moral judgment, and responsibility. Ways of reviewing contemporary moral issues such as abortion, euthanasia, and racial discrimination are among individual topics. Prerequisite: requires junior standing.

CORE 448 Journey II: The Capstone Experience/ 3 sem. hrs. This course is intended as a capstone experience, meant to tie together various themes and subjects which the student has studied in other core classes. Students will use the journey metaphor to explore their own personal and professional journeys now and after graduation. Prerequisite: requires senior standing.

CRIMINAL JUSTICE (CRJ)

CRJ 220 Criminal Law/3 sem. hrs. Study of the field covering its historical development, terminology, trends and theories, the nature of crime, the elements of major crimes, and defenses.

CRJ 230 Introduction to Law Enforcement/3 sem. hrs. Study of the police including its historical development, functions, operations, and organizations.

CRJ 300 The Criminal Justice System/3 sem. hrs. Study of the role and operation of the courts in the administration of criminal justice, and of the processes involved in charging and prosecuting defendants.

CRJ 320 Correctional Theory and Practice/3 sem. hrs. Study of the historical development and current status of correctional theories and practices.

CRJ 400 Criminal Procedure and Individual Rights/3 sem. hrs. Study of the rights of the accused, emphasizing the 4th through 8th Amendments to the United States Constitution, and of the rights of witnesses, victims, and convicts.

ECONOMICS (ECO)

ECO 201 Principles of Macroeconomics/3 sem. hrs. (COR 121) A study of basic economic concepts, emphasizing analysis of the aggregate economy. Fundamental concepts of national income and its determination, economic fluctuations, monetary and fiscal policies, and economic growth. Students may not receive credit for this course and ECO 315.

ECO 202 Principles of Microeconomics/ 3 sem. hrs. The processes of price determination output and resources allocation in perfect and imperfect competition. Topics include labor economics, international trade and finance, and alternative economic systems.

ECO 315 Macroeconomics for Managers/3 sem. hrs. (ECO 203, 215) An examination of basic economic concepts emphasizing analysis of current economic issues of the aggregate economy. A historical overview of economic philosophers provides perspective to the modern emphasis. Students may not receive credit for this course and ECO 201.

ECO 321 Monetary Theory and Policy/ 3 sem. hrs. (FIN 321) The structure and function of the American banking system, the Federal Reserve System, and the function of monetary policy in the regulation of the national economy. Prerequisites: ECO 201 and 202.

ECO 355 International Economics/3 sem. hrs. Theory and practice of trade, comparative advantage, trade barriers, balance of payments, economic development, regional economic integration. Prerequisites: ECO 201 and 202.

ECO 421 Business Cycles and Forecasting/3 sem. hrs. (FIN 421) Emphasizes the aggregate fluctuation in business, tracing the main stages of development from upswing through prosperity to downswing. The leading theories on the causes of business cycles. How to describe the methods of measuring business cycles and forecasting the cyclical behavior with the aid of indicators. Prerequisite: ECO 201.

ECO 491-498 Advanced Special Topics/ 3 sem. hrs. Advanced topics in economics that are not included in regular course offerings. Specific content, possible prerequisites announced in the course schedule for given term. Students may re-enroll for special topics covering different content.

EDUCATION (EDU)

EDU 141 Personal Career Development/3 sem. hrs. The process of career development applied to the student identifying vocational interests and aptitudes, obtaining information about occupations, gaining experiences through practicum and cooperative education, and establishing career plans. Useful for students adjusting to the college role. Identical to MGT 141 and PSY 141.

EDU 225 Caring for Infants and Toddlers/3 sem. hrs. This course is designed for administrators in child care centers who are providing or planning to provide a program for infants and toddlers. The course provides the knowledge base for implementing a quality early childhood program. At the same time it provides trainees with hands-on opportunities to enhance their own abilities to identify and meet family needs, create a developmentally appropriate environment, respond to individual differences in families and infants, and create individual plans for continuing their own professional growth.

EDU 226 Administration of Early Childhood Programs/3 sem. hrs. A survey course identifying the responsibilities of early childhood administration and the competencies needed to discharge them successfully.

EDU 317 Instructional Materials/3 sem. hrs. Use of a variety of materials in an educational program, including literature, media, and independent-learning material.

EDU 336 Educational Psychology/3 sem. hrs. This course combines the two fields of psychology and education. It is the scientific study of human beings and the principles by which learning can be increased and directed by education. This course will present principles for prospective teachers to consider as they analyze situations and make decisions. Teachers who can make use of these principles will be able to deal with brand-new problems for which there are no established rules. They can also make improvements on accepted teaching techniques. Prerequisite: PSY 102.

EDU 340 Administrative Leadership and Decision Making for Early Childhood/3 sem. hrs. A review of various leadership styles and decision-making techniques as they apply to the administrator's responsibilities in finance and budget, program development and evaluation, and home and school relationships.

EDU 341 Curriculum Decisions of Early Childhood Programs/3 sem. hrs. Study of curricula and activities to meet the student population's needs, with subsequent decisions as to appropriate methods, necessary materials, and use of time and space. Leadership in staff development to implement the decisions is included.

EDU 342 Sociological Foundations of Education/3 sem. hrs. This is an introductory course in teacher education which examines the sociological focus, both traditional and current, that has an influence on the total educational effort. It also examines the broad foundational focus (historical, philosophical and legal) that underlies and shapes the world of teaching and schooling. The primary intent of this course is to provide the student with a sufficiently broad and detailed exposure to the realities of the teaching profession.

EDU 351 Instructional Technology for the Classroom Teacher/3 sem. hrs. A comprehensive course treating the spectrum of conceptual understanding for the use of technology in education, technical skills for computer operation as it relates to elementary and secondary education, and application of technology and teaching techniques to the content area. This course is intended for students in teacher training programs and teachers who wish to acquire skills necessary for the successful integration of technology into the school curriculum. Prerequisites: CAP 111 and EDU 336.

EDU 362 Drug Prevention and Education/3 sem. hrs. Classification and identification of drugs, as well as the behavioral criteria for recognizing alcohol and drug abuse. Specific attention is paid to prevention, education, and intervention strategies within the home, the school, and the community. Methods for evaluating the effectiveness of these strategies are also examined. Identical to PSY 362.

EDU 363 First Aid and Emergency Care-Responding to Emergencies/3 sem. hrs. This course is designed to prepare the student with first aid knowledge necessary to perform immediate and temporary care for most accidents, injuries, sudden illness, and emergencies. This course would also provide accident prevention information and personal safety. American Red Cross (ARC) certification available. Materials fee.

EDU 364 Prevention and Treatment of Athletic Injuries/3 sem. hrs. This course is designed to provide an in-depth study of the practices and techniques utilized in the prevention, care, and rehabilitation of injuries and accidents occurring in physical education, recreation, and athletics. Included would be the use of strapping, taping, and other support methods in a laboratory experience. Materials fee.

EDU 412 Children's Literature/3 sem. hrs. A study of children's literature, including history, techniques of writing, trends, examples of different forms, techniques for teaching literature to children.

EDU 417 Adolescent Literature/3 sem. hrs. A study of the type of literature available for the adolescent, with an emphasis on text selection and presentation. Students will examine ways of incorporating literature into the curriculum. Prerequisite: LAN 111.

EDU 419 Rhythm and Dance in Elementary Curricula/3 sem. hrs. This course is designed to prepare students to select and plan meaningful rhythm and dance experiences for elementary students.

EDU 434 Learning Assessment/3 sem. hrs. This course emphasizes those elements of measurement and evaluation that are essential to good teaching and the role that assessment plays in the instructional process. Emphasis is placed on the ability to construct and select tests and other evaluation instruments that provide valid measures of the intended learning outcome. The role of portfolio, authentic, and alternative assessments in the evaluation process is also examined.

EDU 436 Methods of Teaching Reading in Middle School/3 sem. hrs. Identifying reading skills, evaluating skills, and recognizing and diagnosing reading problems in middle school. A discussion of prescriptive methods and materials to increase the reading performance of students in the middle school.

EDU 447 Teaching: Principles and Practices/3 sem. hrs. Principles of effective teaching, different teaching styles, microtechniques, and use of materials.

EDU 448 Classroom Management/3 sem. hrs. A study of the factors that contribute to classroom management, e.g., curricula, methods and materials, and student and teacher behavior.

EDU 452 Internship/9 sem. hrs. A sixteen week comprehensive review and practical application of educational philosophy, curriculum organization and instructional methodology through a seminar format (3 credits) and a concurrent ten-week supervised student teaching assignment (6 credits). Prerequisite: written consent of program director.

EDU 463 Principles of Coaching/3 sem. hrs. Emphasis on theory and practice in coaching sports.

EDU 464 Administration of Athletic Programs/3 sem. hrs. A study of the duties and responsibilities of the athletics director for the purpose of improving the athletic program.

EDU 468 Structural Linguistics/3 sem. hrs. A study of the structure of language, basic principles of linguistics. Survey of different approaches and techniques used in language study.

EDU 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in education that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

ELEMENTARY EDUCATION (ELE)

ELE 110 Introduction to Early Childhood Education I/3 sem. hrs. Meeting the physical and intellectual needs of the preschool child. Characteristics of the learning environment conducive to safety and good health, as spelled out in state and local licensing procedures and rules for healthful living; a program to foster the growth of physical, affective, and cognitive competencies in the preschool child.

ELE 111 Introduction to Early Childhood Education II/3 sem. hrs. Fostering language growth and the development of a health self-concept. Stages in language development and implementation to ensure optimum growth for the individual child. Identification of the children's strengths and their potential contributions to their positive self-image.

ELE 112 Introduction to Early Childhood Education III/3 sem. hrs. Promoting development through management skills and parent/community involvement. The child as a member of his school, home, and play groups; principles of good management that contribute to an orderly, productive classroom setting; establishing mutual respect in teacher/parent relationships and an effective reporting procedure of a child's progress; teacher/staff relationships that ensure a commitment to the goals of the center.

ELE 311 Teaching Social Studies in Elementary Schools/3 sem. hrs. Study of content, including conservation of natural resources, methodology, program development, appropriate activities, and evaluative techniques for elementary social studies.

ELE 312 Teaching Science in Elementary Schools/3 sem. hrs. Content and methods for teaching science in the elementary school; "hands-on" approaches, resources, material, and ideas drawn from the student's experiences will all be discussed. Prerequisite: PHY 101 or equivalent.

ELE 313 Teaching Music in Elementary School/3 sem. hrs. Study of the fundamentals of music, contents of a music program, and special methods of teaching and using music in the elementary school curriculum.

ELE 314 Teaching Art in Elementary School/3 sem. hrs. Contents and methods of teaching art in the elementary school. Problems in the selection of materials and the evaluation of activities, as well as ideas and art projects will be included.

ELE 315 Health and Physical Education in Elementary School/3 sem. hrs. The curriculum, content, and methods in effective health education in the elementary school. Methods and materials for physical education.

ELE 316 Teaching Mathematics in the Elementary School/3 sem. hrs. This course encompasses modern trends in elementary mathematics based upon the National Council of Teachers of Mathematics' guidelines. Problem solving strategies, class organization, and concrete manipulatives. Computer applications for each major concept are also explored. Prerequisites: MAT 103 and MAT 133.

ELE 318 Teaching Language Arts/3 sem. hrs. Curriculum content, materials, and methods for teaching the language arts including, but not limited to, spelling, grammar, handwriting, composition, and children's literature.

ELE 331 Reading Skills in Elementary School/3 sem. hrs. An introduction to the teaching of reading in the elementary school; approaches to reading instruction; how to use a variety of approaches to the teaching of reading.

ELE 332 Reading Evaluation/3 sem. hrs. Diagnosing reading problems, prescribing a variety of methods to increase reading ability, evaluation of reading skills. Prerequisites: ELE 331

ELE 361 Special Methods of Early Childhood Education I/3 sem. hrs. A study of various approaches to early childhood education.

ELE 362 Special Methods of Early Childhood Education II/3 sem. hrs. A study of the methods and materials in early childhood education with emphasis on the learning process. Kindergarten observation included in this course.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL 105 College Language Skills I/6 sem. hrs. A fundamental college course primarily for non-native speakers of English. Emphasis will be on the development of all English skill areas through techniques for critical reading and academic writing. Prerequisite: placement examination.

ESL 106 College Language Skills II/6 sem. hrs. An advanced college course primarily for non-native speakers of English. Refining and coordination of the English skill areas will be emphasized through techniques for note taking, and critical analysis of reading and reference materials. Prerequisite: ESL 105 or placement examination.

EXCEPTIONAL STUDENT EDUCATION (ESE)

ESE 406 Foundations of Mental Handicaps/3 sem. hrs. (EDU 406) A study of the nature and needs of educable, trainable, and profoundly mentally handicapped students ranging from kindergarten through high school. Topics include etiology, medical aspects, and prevention. Prerequisite: ESE 435.

ESE 407 Curriculum for Mentally Handicapped/3 sem. hrs. (EDU 407) Emphasis is on specialized curriculum needs of various levels and ages of mentally handicapped students. Topics include identification and application of effective practices, as well as recognition of trends and standards in the field. Prerequisite: ESE 435.

ESE 408 Classroom Procedures for Mentally Handicapped/3 sem. hrs. (EDU 408) Instructional strategies for teaching mentally handicapped students are discussed. The development, implementation, and evaluation of individualized educational plans are stressed. Special approaches to teaching functional skills, developmental programming, and data-based management to students ranging in age from kindergarten through high school are also discussed. Prerequisite: ESE 435.

ESE 420 Foundations of Emotional Handicaps/3 sem. hrs. (EDU 420) Information about the nature and needs of the emotionally handicapped with emphasis on etiology, prevention, intervention, and utilization of community services. Prerequisite: ESE 435.

ESE 429 Educational Programming for the Emotionally Handicapped/3 sem. hrs. (EDU 429) Instructional strategies for teaching emotionally handicapped students ranging in age from kindergarten to grade 12 will be discussed. Instructional techniques and motivational strategies, as well as development, implementation, and evaluation of individualized educational plans and data-based management will be stressed. Prerequisite: ESE 435.

ESE 430 Classroom Management of the Emotionally Handicapped/3 sem. hrs. (EDU 430) Behavior management techniques for use with emotionally handicapped students from kindergarten to grade 12 will be discussed. Application of theories, crisis intervention and prevention, legal considerations, and counseling skills will be stressed. Prerequisite: ESE 435.

ESE 432 Precision Teaching/3 sem. hrs. (EDU 432) Specialized curriculum for emotionally handicapped students with emphasis on curriculum development and identification, evaluation, modification, and use of commercial materials and programs. Prerequisite: ESE 435.

ESE 433 Foundations of Learning Disabilities/3 sem. hrs. (EDU 433) A study in concepts, research, and theories in specific learning disabilities. Topics include characteristics and classification of students and the continuum of services available. Prerequisite: ESE 435.

ESE 435 Survey in the Education of Exceptional Children/3 sem. hrs. (EDU 435) Foundations of exceptional student education in which historical perspectives, student characteristics trends, and issues are discussed. Emphasis is also placed on addressing programmatic needs from infancy through adulthood.

ESE 436 Education of the Mildly Handicapped/3 sem. hrs. This course is designed to provide training in the nature and needs of mildly handicapped students and curricular planning for emotionally handicapped, educable mentally handicapped, and specific learning disabled. Prerequisite: ESE 435.

ESE 438 Educational Assessment of Exceptional Children/3 sem. hrs. (EDU 438) Assessment of exceptional students for instructional planning purposes is stressed. Topics include formal and informal evaluation techniques, as well as the interpretation, application, and communication of results. Emphasis is also placed on addressing programmatic needs from kindergarten through adulthood. Prerequisite: ESE 435.

ESE 439 Curriculum for Learning Disabilities/3 sem. hrs. (EDU 439) A study of specialized curriculum and instructional materials for teaching students with specific learning disabilities will be emphasized. Topics include curriculum standards and resources for students ranging in age from kindergarten through grade 12. Prerequisite: ESE 435.

ESE 440 Introduction to Language Development and Speech Disabilities/3 sem. hrs. (EDU 440) The study of language development and disorders, which includes the impact of language on learning and augmentative forms of communication. Individual needs and remediation concerns are addressed from early childhood to adulthood. Prerequisite: ESE 435.

ESE 444 Materials and Methods for Learning Disabled Children/3 sem. hrs. (EDU 444) Instructional strategies for teaching students with specific learning disabilities will be stressed. Specialized approaches to teaching basic skills and adaptation of curriculum and materials for students ranging in age from kindergarten through grade 12 will be discussed. Prerequisite: ESE 435.

ESE 450 The Gifted Student: Nature and Needs/3 sem. hrs. (EDU 450) A study of the characteristics of the gifted and talented, identification of procedures, and the utilization of assessed strengths and weaknesses to maximize educational and social growth.

ESE 451 Educational Procedures for the Gifted/3 sem. hrs. (EDU 451) A study of learning styles of the gifted and matching teaching strategies appropriate to their needs and interests with an attempt to parallel opportunities for cognitive and affective growth.

ESE 452 Educating Special Populations of Gifted Students/3 sem. hrs. This course deals with educating special populations of gifted students such as minorities, underachievers, handicapped, economically disadvantaged, and highly gifted students. It includes student characteristics and programmatic adaptations.

ESE 453 Vocational/Functional Life Skills/3 sem. hrs. (EDU 453) Personal and social skills for exceptional students with an emphasis on employability skills, career awareness, and transition planning for adult living. Emphasis is also placed on teaching major competencies necessary from kindergarten to late adulthood for vocational and social needs. Prerequisite: ESE 435.

ESE 454 Theory and Development of Creativity in Gifted Students/3 sem. hrs. This course will provide an overview of theory, research, practical strategies, and resources on creativity, with an emphasis on classroom application for gifted students.

ESE 455 Guiding and Counseling the Gifted Student/3 sem. hrs. (EDU 455) A study of basic counseling techniques to help the classroom teacher guide the gifted student toward optimum academic and social growth. Prerequisite: ESE 435.

ESE 458 Classroom Management of the Exceptional Student/3 sem. hrs. (EDU 458) Emphasis is placed on educational management of exceptional students and includes classroom organization and behavior management for students from kindergarten through high school. Consultation skills are also stressed. Prerequisite: ESE 435.

FINANCE (FIN)

FIN 100 Academy of Finance/3 sem. hrs. A series of five courses given by the Broward County School Board to juniors and seniors in high school.

FIN 203 Financial and Accounting Management in Health Care/3 sem. hrs. (HCS 403) Using accounting information to make managerial decisions. Topics include third-party payers, volume forecasting, budgeting procedures, and rate-setting techniques. Offered in HCS only.

FIN 213 Personal Finance/3 sem. hrs. (FIN 101) Survey of personal financial strategy. Provides guidelines in many areas including borrowing money, investments, insurance, home ownership taxes, and consumer rights.

FIN 301 Corporation Finance/3 sem. hrs. (FIN 211) Financial management as it applies to organizations. Ratio analysis, leverage, cash budgeting, capital structure, and other concepts of financial management applied to business organizations. Prerequisite: ACT 205.

FIN 311 Financial Management/3 sem. hrs. A continuation and expansion of Corporation Finance. Present value analysis, rate of return, and other techniques used in the evaluation of investment alternatives. Prerequisite: FIN 301.

FIN 315 Banking and Financial Institutions/3 sem. hrs. Nature of the operation in commercial banks, savings and loan associations, and savings banks. Structure and function of the loan, mortgage, bond, investment, trust, marketing, audit, and other departments within the institutions. Impact of federal and state agencies and their regulations upon these institutions.

FIN 411 Principles of Investments/3 sem. hrs. (FIN 331) Investment management is emphasized including financial statements and portfolio management. How to analyze financial statements, use rating services such as Moody's and Standard and Poor's, and compare growth and income investments. Prerequisite: ECO 201.

FIN 455 International Finance and Banking/3 sem. hrs. International monetary systems, foreign exchange markets, exchange rates, international financial institutions, capital markets. Prerequisite: FIN 301.

FIN 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in finance that are not included in regular course offerings. Specific contents and prerequisites are announced in the course schedule for a given term. Students may reenroll for Special Topics covering differing content.

GEOGRAPHY (GEO)

GEO 205 Survey of Geography/3 sem. hrs. Study of geographic characteristics, area relationships, and major regional problems, and their impact on the Western world. Study of physical, human, economic, and political resources.

GEO 226 Conservation of Natural Resources/3 sem. hrs. (SSI 426) Study of the natural resources within the framework of the man-environment system. Included are problems relating to pollution, populations, technology, growth, conservation of the environment, and developmental planning as they relate to the various geographic areas of the Western world and the non-Western world.

GEO 228 Introduction to Oenology: The World of Wines/3 sem. hrs. Study of major wine regions of the Western world. Examines fundamentals of wine history, vine cultivation, and wine production. Course will teach students about the varieties of wines from different wine regions and will provide students with guidelines for selecting and enjoying wines for various occasions. Prerequisite: legal drinking age.

GEO 291-299 Special Topics/3 sem. hrs. Topics in geography that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may reenroll for Special Topics covering differing content.

GEO 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in geography that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

HISTORY (HIST)

HIST 1030 American History to 1865/3 sem. hrs. (HIS 201, SSI 201) American history from its colonial origins through the Civil War. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

HIST 1040 American History Since 1865/3 sem. hrs. (HIS 202, SSI 202) American history from Reconstruction to the present. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

* **HIST 2050 The American Experience/3 sem. hrs. (COR 104, HIS 105)** An examination of several of the key structures and ideas that have shaped the development of the United States as a particular political, social, and cultural entity.

HIST 2090 Early Western Society/3 sem. hrs. A historical study of the major political, social, economic, philosophical, and religious movements shaping Western society in the period preceding the rise of modern states.

* **HIST 2100 Roots of Western Society/3 sem. hrs. (COR 103, HIS 101)** A historical examination of Western society prior to the rise of modern nations emphasizing such interdisciplinary subjects as politics, social order, economics, and the religious and philosophical ideas that have created the Western heritage.

HIST 2110 Modern Western Society/3 sem. hrs. (HIS 102, SSI 102) A historical examination of modern western society since the rise of modern nations emphasizing political, social, and economic movements, and the religious and philosophical ideas that have shaped its development.

HIST 2160 African Studies/3 sem. hrs. (LAC 314) African Traditions and the Challenge of Modern Development: an interdisciplinary overview of traditional African systems and societies and their impact upon the development of political, social, and economic institutions; the legacy of European colonialism to emerging African nations; the challenge of development in the 20th and 21st centuries. Formerly HIS 314.

HIST 2250 The Pacific Rim/3 sem. hrs. The Challenge of Development in Southeast Asia and Latin America: using selected Southeast Asian and Latin American nations as focal points, the course provides an interdisciplinary overview of systems and societies in two distinct regions of the world and their relationship to past and future development. The goal of this course is to establish in the student a hemispheric and global consciousness. Formerly HIS 325, Emerging Nations.

HIST 3010 Constitutional History I/3 sem. hrs. A study of the origin and development of the American constitutional system from the colonial period to 1870. The course will examine seminal decisions of the United States Supreme Court during this period in their political, social, and economic context. Prerequisite: LGST 2010.

HIST 3020 Constitutional History II/3 sem. hrs. Continuation of the study of the constitutional system of the United States. The course covers the period 1870 to the present with special emphasis on Supreme Court decisions in the areas of federal-state relations, individual liberties, and civil rights. Prerequisite: HIST 3010.

HIST 3030 Studies in American History/3 sem. hrs. A study of a specific period in American history, such as the Civil War and Reconstruction, the New Deal Era, the Vietnam War, or recent U.S. Diplomatic history. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. Prerequisite, except for Career Studies students: HIST 2050.

HIST 3040 Studies in European and Non-Western History/3 sem. hrs. A study of a specific period in European or non-Western history, such as Europe in the Twentieth Century, the Holocaust, or modern African History. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. Prerequisite, except for Career Studies students: HIST 2100.

HIST 4900 Special Topics in History/3 sem. hrs. Advanced studies in selected topics in history, such as the historiography of the Progressive Movement, interpretations of the American Revolution, the role of technology in the American Economy, or environmental history. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. Prerequisite, except for Career Studies students: one 3000-level history course or instructor permission.

HUMANITIES (HUMN)

HUMN 2010 The Individual and Society/3 sem. hrs. (HUM 101) An interdisciplinary study of humanistic values and insights, focusing on the principal questions of the individual and his/her place in society. Drawing from thought in literature, drama, philosophy, and poetry, the course seeks to find the balance among the individual, his/her desires, and the requirements of society.

HUMN 3510 Studies in American Literature/3 sem. hrs. Survey of American literature with emphasis on the growth of American thought as expressed in the writings of selected American authors. (Offered in the BPM program only).

HUMN 4900 Special Topics in the Humanities/3 sem. hrs. Advanced studies in selected cross-disciplinary areas of the humanities, including such topics as comparative religion, death and dying or popular culture. Specific focus to be announced. May be repeated once for credit, if content changes and with departmental approval. Prerequisite, except for Career Studies students: one 200-level PHIL, ARTS, LITR, or HIST course.

HUMN 4999 Senior Project/3 sem. hrs. An internship with a professional organization related to the arts and humanities (such as an art museum, cultural center, library, literacy program, foundation, or governmental agencies). Each student will carry out a project of his/her own choice under close faculty supervision and submit a final written assignment. Specific focus to be announced. Prerequisite, except for Career Studies students: senior standing.

LANGUAGE AND COMPOSITION (LANG)

LANG 0800 Test Preparation: Reading/1 sem. hr. This course is designed to develop and enhance the reading skills necessary to be successful on the CLAST examination.

LANG 0850 Test Preparation: English/1 sem. hr. This course is designed to develop and enhance the writing and English skills necessary to be successful on the CLAST examination. Prerequisites: LANG 1110 and LANG 1120.

LANG 1000 Language Arts Lab/3 sem. hrs. A review of basic writing skills emphasizing usage and organization based on reading and writing assignments. To prepare students for LANG 1110.

* **LANG 1110 Critical Reading and Writing I/3 sem. hrs.** A writing workshop with instruction in the principles and skills of effective expository reading and writing with competence. Prerequisite: placement examination.

* **LANG 1120 Critical Reading and Writing II/3 sem. hrs.** A continuation of LANG 1110 that includes argumentative writing and instruction in use of the library. Course requires the student to develop a documented research paper. Prerequisite: LANG 1110. (Special Sections Are Offered in the Winter Semester for Science, Liberal Arts, Social Science and Business Majors)

LANG 1210 Elementary Spanish I/3 sem. hrs. Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. Introduction to Spanish culture.

LANG 1220 Elementary Spanish II/3 sem. hrs. (LANG 1210/1220) Continuation of LANG 121. Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. Prerequisite: LANG 1210 or equivalent.

LANG 1230 Spanish Conversation I/3 sem. hrs. For students who want to acquire survival skills in Spanish to help them communicate with Spanish speakers. May be taken in conjunction with LANG 1210 or LANG 1220.

LANG 1240 Spanish Conversation II/3 sem. hrs. Continuation of LANG 1230. Further development of basic conversational skills. May be taken in conjunction with LANG 1220 or LANG 1210.

LANG 2010 Fundamentals of Public Speaking/3 sem. hrs. (HUM 201) Training and practice in fundamentals of speech including methods of obtaining/organizing materials and presenting speeches effectively.

LANG 2020 Theories of Argument and Debate/3 sem. hrs. Students will exercise analytical and critical thinking skills in assessing valid evidence and in constructing and refuting an argument in a debate form.

LANG 2030 Dramatic Interpretation/3 sem. hrs. This course will enable students to practice the use of voice and gesture as they relate to stage dialogue. Excerpts from stage monologues, dramatic readings, actual participation in theatrical productions, and an introduction to modes of acting may be included.

LANG 2110 Intermediate Expository Writing/3 sem. hrs. A workshop course for students seeking to extend their command of exposition, argumentation, and persuasion and their mastery of prose style. Prerequisite: LANG 1120.

LANG 2150 Argumentative Writing for Business/3 sem. hrs. A writing course designed to introduce the student to various argument strategies appropriate to the business environment. Particular attention will be paid to the relative value of inductive and deductive forms of argument as well as an understanding of the differing forms of argumentative fallacies. Practice in the use of various rhetorical devices to enhance and hasten agreement.

LANG 2210 Intermediate Spanish I/3 sem. hrs. Readings in Spanish literature and culture. Study of Spanish idioms and syntax. Further development of oral and written Spanish. Prerequisite: LANG 1220 or equivalent.

LANG 2220 Intermediate Spanish II/3 sem. hrs. Continuation of LANG 221. Readings in Spanish literature and culture. Study of Spanish idioms and syntax. Further development of oral and written Spanish. Prerequisite: LANG 2210 or equivalent.

LANG 2230 Intermediate Spanish Conversation/3 sem. hrs. For students with intermediate-level Spanish reading and writing competency who wish to increase their speaking and comprehension skills. May be taken with LANG 222, LANG 323, or LANG 324.

LANG 3020 Creative Writing: Poetry/3 sem. hrs. An examination of the fundamentals of writing poetry; learning to use metrical language and seeking the universal in individual human experience. Students will read a wide variety of contemporary poems and will attempt to develop their own poetic language. Prerequisite: LANG 1110.

LANG 3030 Creative Writing: Fiction/3 sem. hrs. An examination of the fundamentals of writing fiction; learning to use the techniques and tools of the fiction writer. Students will read a variety of fictional works and will attempt to develop their own voices and narrative style.

LANG 3110 Writing for the Professions/3 sem. hrs. (formerly Business Communication) A survey of English composition skills and their applications to various writing assignments. The course emphasizes the selection and employment of appropriate styles for functional uses of written communication. Includes writing competency exam and research paper. Prerequisite: LANG 1110.

LANG 3120 Public Communication for the Professions/3 sem. hrs. Emphasis on public communication skills required of the person in business or other professions. Topics include public speaking, conference speaking, visual and audio aids, listening, and public interviews. Prerequisite: LANG 3110.

LANG 3230 Advanced Spanish/3 sem. hrs. Improvement of literacy and conversation skills. Includes a grammar review, oral and written drill, phonetic theory, and practice for speech refinement. Prerequisite: LANG 2220 or LANG 3240.

LANG 3240 Introduction to Spanish Literature/3 sem. hrs. Selected master works of Spanish and/or Latin American literature read in the original and critically analyzed in Spanish. Prerequisite: LANG 2220 or equivalent.

LATIN AMERICAN AND CARIBBEAN STUDIES (LACS)

LACS 4850 Preparation for Field Study/ 3 sem. hrs. Course consists of six preparatory seminars on the Parícutin Center campus and a two-week cultural/archaeological tour of the Maya heartland. Seminar topics and texts will prepare students for total immersion into rural Mexican life and thought and ancient and modern Mayan culture. This course is a necessary prerequisite for LAC 486: Field Study in Latin America. Credit for LACS 4850 as a core course can be granted only upon completion of LACS 4860.

LACS 4860 Field Study in Latin America/ 6 sem. hrs. (SOC 485-488) A field experience relating to selected topics in Latin American and Caribbean Studies. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll in Field Study experience covering different topics and cultures. Prerequisite: LACS 4850.

LACS 3000 Special Topics in Latin American and Caribbean Studies/ 3 sem. hrs. Topics in Latin American and Caribbean Studies not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

LEGAL ASSISTANT STUDIES (LEG)

LEG 115 Introduction to Law and the Legal Profession/ 3 sem. hrs. Topics will include the structure and decisional processes of the American legal system, sources of law, methods of dispute resolution, the roles of the attorney and the legal assistant, legal analysis, interviewing techniques, and ethics for legal assistants. This course is not required for those students who have taken LGST 2010. Also offered as LEG 0015/Non Credit.

LEG 221 Computer Applications for the Legal Profession/ 3 sem. hrs. Theory and application of programs for computers that are used in the legal profession. Hands-on experience with microcomputers and specialized software utilized by the legal profession. Prerequisite: CAP 111 or permission of the coordinator. Also offered as LEG 0021/Non-Credit.

LEG 240 Business Relations and Organizations/ 3 sem. hrs. Topics will include contracts (the essential elements, defenses to enforceability, third party beneficiaries, and assignments), the Uniform Commercial Code, sole proprietorships, general and limited partnerships, and corporations. This course is not required for those students who have taken BUS 215 and BUS 316. Also offered as LEG 0040/Non Credit.

LEG 305 Civil and Criminal Responsibility/ 3 sem. hrs. Topics will include intentional torts, negligence, strict liability, products liability, defamation, defenses to torts, criminal intent, crimes against the person and property, and defenses to crimes. Also offered as LEG 0005/Non Credit.

LEG 310 Legal Research and Writing I/ 3 sem. hrs. Students will study primary and secondary sources of law, obtain legal research and writing skills, learn how to use a law library, and obtain computer-assisted legal research training. This course is not required for those students who have taken LGST 430. Prerequisite: LEG 115 or LGST 2010 or permission of coordinator. Also offered as LEG 0010/Non Credit.

LEG 326 Real Estate Practice I/ 3 sem. hrs. Topics will include interests in real property, contracts, deeds, mortgages and other encumbrances, mortgage foreclosures, title searches, title insurance, and leases. Students will prepare closing documents for a residential real estate transaction. Prerequisite: LEG 115 or LGST 2010 or permission of coordinator. Also offered as LEG 0026/Non Credit.

LEG 330 Litigation and Procedure I/ 3 sem. hrs. Topics will include evidence, the rules of civil procedure, discovery, jury selection, pre-trial work, and collection of judgments. Students will prepare pleadings and interrogatories for a lawsuit. Prerequisite: LEG 215 or LGST 2010 or permission of coordinator. Also offered as LEG 0030/Non Credit.

LEG 336 Wills, Trusts, and Estates I/ 3 sem. hrs. Topics will include intestacy, wills, trusts, living wills, will substitutes, probate, estate administration, and estate and gift taxes. Students will prepare wills and estate administration documents. Prerequisite: LEG 115 or LGST 2010 or permission of coordinator. Also offered as LEG 0036/Non Credit.

LEG 355 Family Law/ 3 sem. hrs. Topics will include prenuptial and postnuptial agreements, marriage, dissolution, equitable distribution, alimony, shared parental responsibility, child support, property settlement agreements, adoption, and paternity and juvenile law. Students will prepare petitions and other documents related to the foregoing topics. Prerequisite: LEG 115 or LGST 2010 or permission of coordinator. Also offered as LEG 0050/Non Credit.

LEG 406 Debtor and Creditor Relations/ 3 sem. hrs. Topics will include the following: the Bankruptcy Process and alternative remedies; Secured Parties under the Uniform commercial code; Judgment Liens; Locating Debtors Property; enforcement of Judgments by way of Garnishment, Attachment and Replevin; and Exempt Property. Prerequisite: LEG 115 or LGST 2010 and LEG 240 and 305 or permission of Coordinator.

LEG 411 Legal Research and Writing II/ 3 sem. hrs. This course will commence with a review of all basic primary and secondary sources. Florida research tools and special topical reference materials will also be covered. Advanced training in computer assisted legal research will be provided. Legal writing will be emphasized. There will be a variety of written work ranging from everyday correspondence to memoranda of law. Prerequisite: LEG 115 or LGST 2010 and LEG 310 or permission of coordinator.

LEG 427 Real Estate Practice II/ 3 sem. hrs. Topics will generally be chosen from among the following: Title Problems; Mortgage Foreclosures; Landlord-Tenant; Commercial Real Estate Transactions; Condominiums; Construction Liens; and Environmental Matters. Prerequisite: LEG 115 or LGST 2010 and LEG 326 or permission of the coordinator.

LEG 431 Litigation and Procedure II/ 3 sem. hrs. The following topics under the Florida Rules of Civil Procedure will be covered: Pleadings; Service of Process; Parties; Default; Dismissals; Discovery in all of its forms; the Trial Stage; Judgments; and Postjudgment Relief. Students will work on civil cases in several areas of law (e.g. domestic relations and personal injury) where they will apply many of the procedural rules that they have studied. Prerequisite: LEG 115 or LGST 2010 and LEG 330 or permission of the coordinator.

LEG 437 Wills, Trusts and Estates II/ 3 sem. hrs. Topics will generally be chosen from among the following: Probate Litigation; Mechanisms to Transfer Property; Will and Trust Drafting; Homestead; the Federal Estate and Gift Tax system; the Florida Estate Tax; and Preparation of Federal Estate and Gift Tax Returns. Prerequisite: LEG 115 or LGST 2010 and LEG 336 or permission of the coordinator.

LEG 441 Corporate Regulation and Change/3 sem. hrs. Topics will include the following: Capitalization; Debt and Equity Financing; Federal and State Securities Regulation; Mergers; Asset and Stock Acquisitions; Reorganizations; and Drafting Corporate Documents. Prerequisite: LEG 115 or LGST 2010 and LEG 240 or permission of coordinator.

LEG 451 Specialty Course/3 sem. hrs. The subjects covered by this course will generally be chosen from among the following: Administrative Law; Alternate Dispute Resolution; Employment Law; Health Law; Immigration Law; Insurance Law; International Law; and Patents, Trademark and Copyright Law. Prerequisite: LEG 115 or LGST 2010 or permission of coordinator.

LEG 456 Elder Law/3 sem. hrs. Topics will include the following: Incapacity; Types of Guardians; Guardianship Practice and Procedure; alternatives to Guardianships such as Durable Powers of Attorney, Trusts, Health Care Surrogates and Representative Payees; Government Benefits such as Social Security, Medicare and Medicaid; and Housing Options such as "Reverse Mortgages", Life Care Contracts, Adult Congregate Living Facilities and Nursing Homes. Prerequisite: LEG 115 or LGST 2010 or permission of coordinator.

LEGAL STUDIES (LGST)

LGST 2010 Law in Action: Introduction to Legal Reasoning/3 sem. hrs. Introduction to the structure and basic decisional processes of the American legal system. Course material examines the central issues and processes of the legal system from the perspective of their everyday working relationships, how courts work, how to read and understand statutes, and analyzing constitutional law. Prerequisite: LANG 1110.

LGST 2100 The Legal Profession/3 sem. hrs. (LGST 310) A study of the historical and social development of the legal profession in America from the colonial period to the present with emphasis on the structure of legal education, ethical standards, and the public policy role of lawyers.

LGST 2400 Comparative Legal Systems/3 sem. hrs. A study of the interrelationship between cultures and legal systems; how legal systems develop as a response to and expression of the cultures from which they derive.

LGST 2600 Women and Law/3 sem. hrs. (LGST 314) This course examines sex-based discrimination in American society. It includes a historical/sociological analysis of the evolution of laws affecting women in employment, education, health and welfare, property ownership, and criminal justice. It also investigates public policy issues that affect women's lives. The course focuses on the role of the law to promote or hinder constructive social change.

LGST 2610 Cultural Minorities and the Law/3 sem. hrs. A study of the position of traditional and black societies within the legal systems of American nations. Topics to be discussed will include the relationship between American Indians and American justice, the legal position of blacks in American societies, and the legal position of Mexican-Americans in North American society from 1848 to present.

LGST 2620 Children and the Law/3 sem. hrs. A survey on the philosophical, sociological, and legal doctrines that control the legal status of children in society. Course covers the topics of delinquency, dependency, neglect, abuse, and special educational needs.

LGST 2630 Law and Popular Culture/3 sem. hrs. This course examines how the legal system is presented in various popular media, particularly film. Attention will be paid to the conflict between the aesthetic requirements, the medium in question, and actual practices of the legal profession. Identical to HUM 263.

LGST 2640 Judiciary and Democracy/3 sem. hrs. Exploration of theory and practice of an independent judiciary within democratic government. The course will focus on the role of judges in Anglo-American common law jurisdictions.

LGST 2650 Law and Federalism/3 sem. hrs. The U.S. Judicial System is a federal system—sovereignty and legal power is split between the states and the national government. How does this system of dual justice operate? What is its impact on the implementation of law? This course will examine this federal system over time. In particular, it will examine the way the federal judicial system operates.

LGST 2660 Slavery and American Law/3 sem. hrs. This course examines the evolution of slavery's legal and constitutional protection. Although the course examines the colonial era, the larger part will be devoted to the period after independence. The course will employ secondary and primary sources.

LGST 2670 Law and Psychology/3 sem. hrs. This course will cover various issues that arise when the field of psychology intersects with the field of law. The issues range from the psychology of courtroom demeanor to more overtly legal issues such as the insanity defense, involuntary civil commitment, liability of psychotherapists to civil commitment, liability of psychotherapists to honor patient confidentiality, and other due process rights.

LGST 2680 Law and Economic Growth in America/3 sem. hrs. The industrializing process transformed the nation as nothing else had in its history. This course uses documents from the era to examine how law helped promote and regulate the industrializing process.

LGST 3260 Law and American Culture/3 sem. hrs. An examination of the ways in which the law has acted to shape the everyday lives of Americans at different historical moments. In particular, it will emphasize the role that private law has had in shaping American culture and society and how private law interacted with changes in the public law to construct the formal contours of American life. Prerequisite: LGST 302.

LGST 4050 Civil and Political Liberties/3 sem. hrs. A survey of the philosophical basis and actual development of civil and political liberties in the United States. The course primarily examines the leading United States Supreme Court cases in the area. Prerequisite: LGST 3020.

LGST 4260 Law and the American Mind/3 sem. hrs. Study of the development of American jurisprudence and legal thought within the context of the American intellectual climate. The course seeks the relationship between the patterns of legal thought and the changing American mind. Prerequisite: LGST 3020.

LGST 4300 Legal Research/Writing and Mock Trial/6 sem. hrs. An integrated approach to the fundamentals of legal research and writing, trial advocacy, and basic evidentiary concepts. Each student is required to research and prepare written and oral arguments and prepare and try a mock trial. Prerequisite: LGST 2010.

LGST 4400 Special Readings in LGS/3 sem. hrs. This reading and discussion seminar examines selected topics in Legal Studies. Topics vary each semester. This course may be repeated once for credit, if content changes and with departmental approval. Prerequisite: Senior standing or departmental approval.

LGST 4410 International Law/3 sem. hrs. Introduction to basic legal principles governing relations between nations. Topics include recognition of states, jurisdiction, human rights, treaties and agreements, law of the sea, and claims against nations. Prerequisite: Junior/Senior status or instructor approval.

LGST 4450 Capstone Course in Legal Studies/3 sem. hrs. Option II Senior Research Project. Drawing together diverse themes from legal studies, this seminar will focus on important links within the triad of law, morals, and public policy. Prerequisite: LGST 3020.

LIFE SCIENCES (LSC)

LSC 104 Environmental Studies/3 sem. hrs. Overview of environmental science that integrates social, economic, technical, and political issues. Problems of ecological disruptions, growth of human populations, land use, energy, water supplies, food supplies, pesticides, and pollution are covered. Identical to PHY 104.

LSC 105 Concepts in Biology/3 sem. hrs. (LSC 102, COR 132, SCI 2018) This course is designed to explore the major concepts in biology from the cell to the behavior of the whole integrated plant and animal. This course is intended for non-science students.

LSC 106 Amoebas to Zebras: Life on Earth/3 sem. hrs. Tiptoe through the tulips, tapeworms, toadstools, tigersharks, and tarantulas. This course is an overview of the diversity of life on earth, introducing the major groups of living things, from bacteria to mammals, with introductions to basic concepts in ecology, evolution and life processes.

LSC 107 Genes, Chromosomes and Human Heredity/3 sem. hrs. This course examines basic concepts of genetics and their application to human heredity and diversity. Topics covered include structure and function of DNA, genes and chromosomes, the role of genes in heredity, tracing of genetic traits in family trees, and advances in genetic technologies as applied to human medicine. This course is intended for non-biological science majors.

LSC 108 Human Biology/3 sem. hrs. This course explores the biology of the human organism and is designed to provide a framework by which the student can understand human biology at the cellular, molecular and organismal levels, both in the healthy state and when it is diseased and/or malfunctioning. The course will emphasize the process of recognizing choices and the application of biological knowledge in the decision making process. Topics will include a study of the organ systems, immunity, reproduction and development.

LSC 109 The Age of Dinosaurs/3 sem. hrs. An introduction to the most fascinating period of life on earth—The Mesozoic Era—emphasizing the most famous inhabitants of the time—the dinosaurs: their kinds, ecology, evolution, life habits and eventual extinction. The course also introduces basic concepts in evolution, geology and paleontology needed to understand dinosaurs and the other animals and plants that populated the Mesozoic world.

LSC 148 Biology I/3 sem. hrs. An introduction to the Biological Sciences for students interested in pursuing a career in this area. Includes cellular and molecular organization, cell reproduction, genetics and evolution. This course does not include a lab.

LSC 150 Biology I/Lab/4 sem. hrs. An introduction to the biological sciences for students interested in pursuing a career in this area. Includes subcellular and cellular organization, structures and function, biochemistry, classical and molecular genetics, and population dynamics - all arranged around evolution as a major theme. Includes laboratory sessions.

LSC 151 Biology II/Lab/4 sem. hrs. Second part of two-part sequence that includes a survey of the five kingdoms and structure and function in plants and animals. Includes laboratory sessions.

LSC 152 Biology I - Laboratory Only/1 sem. hr. For students who need to take only the laboratory.

LSC 153 Biology II - Laboratory Only/1 sem. hr. For students who need to take only the laboratory.

LSC 164 Current Perspectives in Substance Abuse/3 sem. hrs. (LSC 364) An overview of the major drugs of abuse in American society today. Includes health and legal issues related to substance abuse and resources available for the treatment of chemical dependency and other drug-related problems. This course does not meet the general education science requirement. Identical to PSY 164.

LSC 211 Human Sexuality/3 sem. hrs. (BES 350, PSY 413) Anatomy and physiology of the human sexual system, human sexual response, the range of sexual behaviors, and sources of attitudes and beliefs about sexuality. This course does not meet the general education science requirement. Identical to PSY 211.

LSC 220 General Botany/Lab/4 sem. hrs. Introduction to basic structure, life processes and taxonomy of algae, fungi, and plants, emphasis on structure and function of tissues and organs, ecology, and reproduction of flowering plants. Includes laboratory sessions.

LSC 222 Marine Biology/3 sem. hrs. Introduction to marine environments of South Florida with emphasis on adaptation of local organisms to a variety of habitats including mangrove swamps, the intertidal zone, seagrass meadows, coral reefs, and the Gulf Stream. Field trips to various South Florida marine habitats will round out the course experience.

LSC 230 Invertebrate Zoology/Lab/4 sem. hrs. Basic invertebrate zoology including introductory anatomy, physiology, phylogeny, and ecology of major animal phyla from protozoa through echinoderms with emphasis on marine organisms. Includes laboratory sessions.

LSC 231 Vertebrate Structure and Function II/Lab/5 sem. hrs. Basic vertebrate anatomy and physiology. This course deals specifically with form and function of vertebrate organ systems. The lecture period stresses physiology and the laboratory is mainly devoted to gross anatomy. However, the one reinforces the other in presenting a complete picture of functional morphology. Includes laboratory sessions.

LSC 301 Anatomy and Physiology of the Vocal Mechanism/3 sem. hrs. Introduction to the anatomy, physiology, and neurophysiology of the vocal mechanism.

LSC 320 General Ecology/Lab/4 sem. hrs. Basic principles governing the interaction of organisms and their environment including food webs, energy flow, biogeochemical cycles, factors controlling distribution and abundance, biological and species interaction, species diversity, ecosystem stability, ecological succession, and impact of man. Includes laboratory sessions.

LSC 321 History of Science/3 sem. hrs. This course is a survey of science and scientists from ancient to modern times. The major advancements in life sciences, medicine and oceanography will be discussed from the perspectives and tenor of the times. Some original literature and autobiographies as well as historical reviews will be assigned and discussed.

LSC 340 Microbiology/Lab/4 sem. hrs. Introduction to basics of morphology, metabolism, growth, genetics, enumeration, and control and public health aspects of bacteria and viruses, with emphasis on marine processes and types. Includes laboratory sessions. Prerequisite: PHY 231.

LSC 357 The Psychology and Physiology of Substance Abuse/3 sem. hrs. Introduction to the Pharmacology and Physiology of alcohol and other drugs and the psychological effects of psychoactive drugs. Nature of addictions and the disease concept, the signs and symptoms of substance abuse, diagnostic criteria for evaluating chemical dependency, the physical and psychiatric disorders related to substance abuse (including AIDS and dual diagnosis), and the stages of recovery from chemical dependency. This course does not meet the science general education requirement. Identical to PSY 357.

LSC 359 Genetics/3 sem. hrs. Review of principles of Mendelian and quantitative inheritance considered at the morphological and molecular levels including a survey of population genetics and theories of natural selection and the study of amino acids and nucleotide substitutions as "evolutionary clocks". This course does not have a lab. Prerequisite: PHY 231.

LSC 360 Genetics/Lab/4 sem. hrs. Review of principles of Mendelian and quantitative inheritance considered at the morphological and molecular levels including a survey of population genetics and theories of natural selection and the study of amino acids and nucleotide substitutions as "evolutionary clocks." Prerequisite: PHY 231.

LSC 400 Introduction to Hearing, Speech, and Language Disorders/3 sem. hrs. Understanding of speech, language, and hearing disorders, their classification, manifestation and etiologies. This course does not meet the science general education requirement. Identical to SLP 400.

LSC 410 Neuroanatomy and Physiology/3 sem. hrs. Introduction to anatomy and physiology of developing and mature human nervous system. Identical to SLP 410.

LSC 434 Cellular and Molecular Biology/3 sem. hrs. Study of the subcellular architecture and function, growth, and reproduction of prokaryotic and eukaryotic cells. This course does not include laboratory sessions. Prerequisite: PHY 231.

LSC 435 Cellular and Molecular Biology/Lab/4 sem. hrs. Study of the subcellular architecture and function, growth, and reproduction of prokaryotic and eukaryotic cells. Includes laboratory sessions. Prerequisite: PHY 231.

LSC 440 Developmental Biology/Lab/4 sem. hrs. Principles of human cellular differentiation, morphogenesis, and development, with comparisons to lower animal forms.

LSC 445 Biochemistry/Lab/4 sem. hrs. Chemistry of proteins, lipids, carbohydrates, and nucleic acids; principles in enzymology, metabolism, and bioenergetics. Prerequisite: PHY 231.

LSC 450 Independent Research I/1 sem. hr. Initiation of laboratory or field research in biology in consultation with an advisor. Prerequisite: permission of department.

LSC 451-456 Independent Research II/1 sem. hr. Continuation of laboratory or field research in biology. Prerequisite: LSC 450 and permission of department.

LSC 457 Independent Research III/1 sem. hr. Completion of laboratory or field research in biology culminating with a thesis. Prerequisite: LSC 450 and permission of department.

LITERATURE (LITR)

LITR 2010 British Literature/3 sem. hrs. A survey of major literary movements and writers, from the *Beowulf* poet to the present. Formerly HUM 256 and HUM 257.

LITR 2020 American Literature/3 sem. hrs. A survey of American literature from the Puritans to the present, emphasizing major authors and identifying themes common to different historical periods. Formerly HUM 269 and HUM 273.

LITR 2030 World Literature/3 sem. hrs. A survey of selected masterpieces by writers who have influenced the evolution of world culture, such as Homer, Dante, or Cervantes. Formerly HUM 272 and HUM 273.

LITR 3010 Studies in British Literature/3 sem. hrs. A study of a specific period in British literary history (e.g. the Middle Ages, the Renaissance, Romanticism, Modernism). Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. Prerequisite, except for Career Studies students: LITR 2010.

LITR 3020 Studies in American Literature/3 sem. hrs. A study of a specific period in American literary history (e.g. the Puritans and Revolutionaries, Transcendentalists, 19th-century realists). Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. Prerequisite, except for Career Studies students: LITR 2020. Also offered in BPM Program as HUM 351.

LITR 3030 Studies in World Literature/3 sem. hrs. A study of a specific period in world literary history (e.g. the Classical era, Medieval period, the Renaissance, the Enlightenment, Romanticism, Modernism). Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. Prerequisite, except for Career Studies students: LITR 2030.

LITR 3040 Women and Literature/3 sem. hrs. Works will be studied to acquaint students with the rich and extensive contributions of women to the various literary genres (autobiography, poetry, fiction). Prerequisite, except for Career Studies students: LITR 2010, LITR 2020 or LITR 2030. formerly WMS/HUM 306.

LITR 3050 Area Studies in Literature/3 sem. hrs. A study of the literature of a specific group or region, such as Celtic and Irish Literatures, Latin American and Caribbean Literature, African-American Literature or Women's Literature. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. Prerequisite, except for Career Studies students: LITR 2010, LITR 2020 or LITR 2030.

LITR 3610 Literary Genres/3 sem. hrs. An introduction to major genres (poetry, drama, and the novel) through the reading of important works of various periods. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. Prerequisite, except for Career Studies students: LITR 2010, LITR 2020 or LITR 2030.

LITR 4060 Feminist Criticism and Theory/3 sem. hrs. This course introduces students to contemporary feminist literary criticism and theory from Simone de Beauvoir to the present. Students will also be introduced to post-structuralist theory (including deconstruction, psychoanalysis) and its role in shaping feminist criticism. Prerequisite, except for Career Studies students: LITR 2010, LITR 2020, LITR 2030. Formerly WMS/HUM 406.

LITR 4700 Major Authors/3 sem. hrs. This course will examine the life and work of a single major author from a variety of critical perspectives. Authors may include Chaucer, Shakespeare, Cervantes, Milton, Austen, Goethe, Byron, Hawthorne, James, Woolf, Joyce, or Proust. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. Prerequisite, except for Career Studies students: LITR 2010, LITR 2020 or LITR 2030.

LITR 4710 Legends and Motifs in Literature/3 sem. hrs. This course explores a single legend or motif that has captured the imagination of authors from ancient Greece to the present. Such legends may include a single figure, such as King Arthur, Oedipus, Antigone, Don Juan, Faust or a character type, such as the vampire, the detective, the femme fatale. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. Prerequisite, except for Career Studies students: LITR 2010, LITR 2020, or LITR 2030.

LITR 4900 Special Topics in Literature/3 sem. hrs. Topics, which vary from year to year, may include a history of literary criticism, a study of literature in relation to a specific field (politics, law, science), an exploration of a particular form (travel literature, autobiography, etc.) or theme (literature and the city, literature and the self). Recommended for advanced students. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. Prerequisite, except for Career Studies students: one 3000- or 4000-level course listed above.

MANAGEMENT (MGT)

MGT 141 Personal Career Development/3 sem. hrs. The process of career development applied to one's self-identifying vocational interests and aptitudes, obtaining information about occupations, gaining experience through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the college role. Identical to EDU 141 and PSY 141.

MGT 205 Principles of Management/3 sem. hrs. (BUS 111, 205) An overview of historical development of management theory, the distinct schools of management thought, the functions and processes of management, and the environment within which the modern manager operates.

MGT 248 Industrial Psychology/3 sem. hrs. (PSY 297) Survey of Psychology as applied to work emphasizing a general knowledge of industrial/organizational psychology as well as its application to the solving of real world problems. Discussion of Personnel Decisions, Organizational Training, Organizations and Their Influence on Behavior, Job Satisfaction, Job Design and Organizational Development, Human Factors, and Environmental Stressors on Workers. Identical to PSY 248.

MGT 251 Supervisory Skills/3 sem. hrs. (BUS 251) A study of the changing responsibilities of first-level supervisors. Topics include: quality management, multi-cultural diversity, dealing with unions, equal opportunity legislation, discipline procedures, and organizational ethics and politics.

MGT 291-299 Special Topics/3 sem. hrs. Topics in management that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

MGT 302 Organizational Communication/3 sem. hrs. Survey course of communication in organizations. Topics covered are formal and informal communication networks, communication roles, communication audits, and organizational barriers to effective communication. Skills-building emphasis.

MGT 307 Stress Management/3 sem. hrs. This course examines the process and complexities of stress management, its impact on the work place, and the overall quality of work life in an organization. Stressful events and conditions will be presented and analyzed from three perspectives: individual vulnerability to stressors, the environment in which that vulnerability is exposed to stressors, and the resulting behavioral symptoms. Identical to MGT 492 and PSY 307.

MGT 320 Public Administration/3 sem. hrs. The nature and scope of public administration: principles, societal protection, assistance to various groups, governmental proprietary enterprises, and regulation of business. Bureaucratic organization, administration, relationships, and policy making are also included. Prerequisite: MGT 205.

MGT 321 Public Budgeting, Planning and Control/3 sem. hrs. Fundamental concepts of budgeting with emphasis on process. Management uses of planning and controlling in business. Historical and standard costing, funds flow analysis, tax planning, and business decision rules. Essentials of risk management, long term financing of organizations. Analysis of appropriate methods of managing static risk, capital budgeting, mergers, and failures. Prerequisite: ACT 205.

MGT 355 International Management/3 sem. hrs. The context of international management, organization of multinational firms, cultural and environmental issues, organizational problems in international operations, planning and control, international financial management, international personnel management, relations with host governments, and comparative management. Prerequisites: BUS 355 and MGT 205.

MGT 356 Substance Abuse in Business and Industry/3 sem. hrs. Scope and cost of alcohol and other drug-related problems in business and industry today and the role of managers and supervisors in dealing with these problems. The formulation of company policies regarding substance abuse, effective educational and intervention programs, and strategies for implementing these. Identical to PSY 356.

MGT 366 Management Information Systems/3 sem. hrs. (BUS 300) Course offers a broad coverage of computer use, database management, and information system fundamentals for managers living in an increasingly complex information society.

MGT 377 Production and Inventory Control/3 sem. hrs. Analysis of production systems, materials flow networks, methods of control, and forecasting of market and resource activities. Examination of criteria for determining output, pricing (economic order quotients and capital cost), investment (capital budgeting), concept of profit centers, and cost functions.

MGT 388 Operations Management/3 sem. hrs. Management of operations within the manufacturing sector, control of production operations, maintenance of quality of output and techniques for planning, and scheduling manufacturing operations. Prerequisite: MGT 377.

MGT 401 Health Care Organization and Administration/3 sem. hrs. (HCS 401) An examination of health care organization in the U.S. from a systems perspective. Administrative implications of the various types of health care organization models. Offered in HCS only.

MGT 402 Legal Aspects of Health Care Administration/3 sem. hrs. (HCS 402) A study of legal liabilities and responsibilities of health care institutions and professionals; federal, state, and local statutes for provision and regulation of health services and facilities. Offered in HCS only.

MGT 405 Organization Development and Change/3 sem. hrs. Organizational Development (OD) is the process by which behavioral science knowledge and practices are used to help organizations achieve greater effectiveness. The end result is to improve the quality of work life and experience strategies for achieving change and development in organizations.

MGT 415 Legal Environment of Management/3 sem. hrs. A macro law course emphasizing public law and regulation of business. Examines relationships such as employer-employee, labor-management, debtor-creditor, and buyer-seller.

MGT 416 Personnel Administration/3 sem. hrs. (BUS 231, MGT 315) Modern personnel policies, techniques, and methods. The development of sound wage and salary structures, the development of valid standards of personnel selection and placement, the use of psychological testing, interviewing techniques. Prerequisite: MGT 205.

MGT 417 Organization Behavior/3 sem. hrs. (BUS 241, MGT 317) An overview of the informal, people-centered aspects of organization. Topics include motivation, leadership style, and various human relations-oriented theories. The interaction of the individual and the organization as a dynamic interplay that affects total organizational effectiveness. The role of effective communication in the organization. Prerequisite: MGT 205.

MGT 420 Administrative Law/3 sem. hrs. Introduces students to important legal issues involving administrative law and administrative process such as regulation, rule-making, adjudication, hearings, discretion, tort liability, and judicial review. Covers how administrative agencies are created, how they operate, and how they are controlled and reviewed.

MGT 421 Issues in Public Policy/3 sem. hrs. Description and analysis of issues in public policy. Case studies cover topics such as regulatory and redistributive public policies, policy evaluation, and the impact of politics on policy analysis. Prerequisites: MGT 320, MGT 420.

MGT 425 Strategic Human Resource Management/3 sem. hrs. (BUS 415, 425, 441) A capstone course in the behavioral management area that is in a seminar format. Topics to be covered are the HRM function in organizations, with specific emphasis on training, development, and career pathing of employees; stress management; and labor relations and negotiations. Prerequisites: MGT 416 and 417.

MGT 430 Managing Cultural Diversity/3 sem. hrs. By the turn of the century, 70 percent of new hires will be women and minorities. This course prepares students to manage in the multicultural work place which is evolving all around us. Emphasis is on practical, experiential classroom activities designed to help students understand the range of cultural behaviors and expectations found in today's and tomorrow's work place. The goal is learning to manage a pluralistic work force in such a way as to maximize personal and corporate goals.

MGT 445 Labor Relations and Negotiations/3 sem. hrs. An examination of labor relations in depth covering collective bargaining, contract negotiation, contract administration, mediation, and arbitration. Includes an in-depth examination of labor legislation. Prerequisite: MGT 416.

MGT 490 Business Communications/3 sem. hrs. Study of strategy and implementation of effective written and oral business communications. Topics include persuasive messages, delivery of good news and bad news, sales letters, collection messages, design of business reports and oral presentations, use of visual aids, and effective memos. Prerequisite: LAN 111. Identical to BUS 302.

MGT 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in management that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

MGT 499 Adv. Special Topics: Total Quality Management/3 sem. hrs. This course examines the theory and practice of total quality management (TQM) as it currently is being applied in American organizations. Includes philosophy of quality gurus Demming, Juran, Crosby, and others and explores the key tenets of passion for customers, continuous process improvement, self-directed work teams, and building a quality culture. Quality tools are examined.

MGT 4016 Advanced Tutorial in Personnel Administration/0 sem. hrs. Students registered for this course will complete advanced course work in Personnel Administration. The student will work independently with an assigned instructor. Students who complete both MGT 315 and MGT 4016 will be considered as having the equivalent of MGT 416. Prerequisite: Completion of MGT 315 with a grade of A or B.

MGT 4017 Advanced Tutorial in Organization Behavior/0 sem. hrs. Students registered for this course will complete advanced course work in Organization Behavior. The student will work independently with an assigned instructor. Students who complete both MGT 317 and MGT 4017 will be considered as having the equivalent of MGT 417. Prerequisite: Completion of MGT 317 with a grade of A or B.

MARKETING (MKT)

MKT 101 Introduction to Marketing/3 sem. hrs. An overview of the field with special attention to formulating an effective marketing mix. Topics include estimation of demand, adaptation of products to markets, consumer behavior, selection of channels of distribution, and development of effective promotional and pricing strategies.

MKT 211 Sales Management/3 sem. hrs. Emphasizes sales force management. Topics include selection, training, compensation, motivation, and evaluation of sales personnel. Various sales strategies appropriate to different markets are covered. Prerequisite: MKT 101.

MKT 221 Retail Management/3 sem. hrs. Establishing an effective marketing mix specific to the retail establishment. Basic concepts behind organizational structure, store location, personnel selection, merchandising, promotion, and service. Use of certain analytical tools to aid in establishing the appropriate mix. Prerequisite: MKT 101.

MKT 291-299 Special Topics/3 sem. hrs. Topics in marketing that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

MKT 301 Channels of Distribution/3 sem. hrs. The particular role of marketing channels in establishing an effective marketing mix. Physical distribution problems as well as the role of wholesalers, retailers, and the various types of specialized middlemen. Prerequisite: MKT 101.

MKT 308 Cooperative Education (no credit) Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

MKT 310 Marketing Services/3 sem. hrs. This course undertakes an in-depth exploration of the marketing of services, highlighting the distinctions which exist in the marketing of intangibles. The managerial implications of these distinctions are explored, as well as strategies available to overcome the difficulties associated with the marketing of services versus the traditional product-related marketing. Prerequisite: MKT 101.

MKT 321 Advertising and Sales/3 sem. hrs. (MKT 311, 483) Introduces the basic principles and concepts of marketing communication. Focus is on the development/implementation of effective advertising campaigns and sales promotional plans for business on a local, regional, and national basis. Prerequisite: MKT 101.

MKT 353 International Marketing/3 sem. hrs. (MKT 255, 492) The scope of international marketing, the structure of multinational markets, foreign market research, international advertising and promotion, international distribution channels, international product policy, international pricing policy, and export/import management. Prerequisites: BUS 355 and MKT 101.

MKT 421 Marketing Communication Strategies/3 sem. hrs. The management of the total marketing communication function. Stresses development of objectives for the promotion mix and the planning and integration of these programs with other aspects of the marketing mix. Prerequisite: MKT 101.

MKT 431 Consumer Behavior/3 sem. hrs. The analysis of the effectiveness of various marketing strategies in terms of yielding the desired consumer responses. The push-versus-pull strategy, the selling approach versus the marketing approach, and other topics. Prerequisites: MGT 417 and MKT 101.

MKT 435 Service Quality Management/3 sem. hrs. This course develops a conceptual understanding of quality service marketing. It includes distinctive aspects of services, consumer behavior, services management and services research. Prerequisite: MKT 101.

MKT 455 Export/Import Marketing/3 sem. hrs. (MKT 355) Managing the export/import department; government regulations affecting imports; financing, insuring, transporting, and marketing of exported or imported raw materials and finished products; methods of purchasing foreign products and selling domestic goods abroad; joint marketing; licensing; distributor relations. Prerequisite: MKT 353.

MKT 471 Marketing Strategy/3 sem. hrs. The planning, organization, implementation, and control of marketing activities from the viewpoint of the marketing executive. Topics include strategic planning and policy formulation; the use of marketing research; test marketing of products; and intercompany coordination of pricing and promotion. Prerequisite: MKT 301.

MKT 491-498 Advanced Special Topics/3 sem. hrs. (MKT 331) Advanced topics in marketing that are not included in the regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

MKT 2901 Special Topics - Customer Service Theory and Practices/3 sem. hrs. Examination of customer service theory and practice. Methods to measure and enhance productivity of customer service representatives. Students will learn about customer service as a total organizational philosophy as well as examine techniques of motivating customer service workers and raising consumer satisfaction.

MKT 2902 Special Topics - Public Relations/3 sem. hrs. Principles and practices of establishing and maintaining goodwill between a person or organization and the public. Methods of gaining publicity. Students will analyze and develop public relations strategies and campaigns using case studies.

MKT 4901 Advanced Special Topics - Customer Service Practicum: The requirements of this experiential course can be met in one of two ways: (1) The student will have passed Nova-approved corporate training programs in customer service or (2) The student will complete a customer service project within his/her company under the supervision of a faculty member and a corporate sponsor.

MKT 4911 Advanced Special Topics - Marketing in the Hospitality Industry/3 sem. hrs.

MATHEMATICS (MAT)

MAT 080 Test Preparation: Mathematics/1 sem. hr. This course is designed to develop and enhance the mathematics skills necessary to be successful on the CLAST examination. These skills are included in the following five broad areas: Arithmetic, Geometry and Measurement, Algebra, Statistics and Probability, and Logical Reasoning. Prerequisites: MAT 100 and MAT 133.

MAT 100 Essential Mathematics/3 sem. hrs. This course is designed to provide a brief review of basic computational skills in fractions, decimals, and rational numbers. It expands into a comprehensive study of introductory algebra including: variable expressions, linear equations and inequalities, polynomials, exponents, radicals, factoring, and algebraic word problems. Prerequisite: placement examination required.

MAT 103 Intermediate Algebra/3 sem. hrs. A course designed to bridge the gap between beginning algebra and college algebra. Ideal for those students who have had some algebra and have been out of school for several years. Topics covered include polynomials, rational expressions, equations and inequalities in one and two variables, quadratic equations, and systems of linear equations. Prerequisite: Placement examination satisfied or MAT 100.

* **MAT 110 Topics in Mathematics I/3 sem. hrs.** The first in a two-course sequence whose goal is to provide students a perspective on diverse areas of mathematics and their applications. Topics included are set theory, logic, number theory, applications of linear and quadratic equations of one variable, and solutions of systems of linear equations of two or three variables via substitution, addition, and matrix methods. There will be an emphasis on problem solving throughout the course. Prerequisite: placement examination requirements satisfied or MAT 100.

* **MAT 115 Topics in Mathematics II/3 sem. hrs.** A continuation of MAT 110 beginning with linear programming and continuing with geometry network theory, probability, and statistics. In addition, the sequence MAT 110/MAT 115 includes all CLAST objectives, and students needing CLAST are urged to register for it as soon after completing MAT 115 as possible. Prerequisite: MAT 110.

MAT 120 Precalculus I/3 sem. hrs. This is the first course in a two-course sequence designed for the student who has a strong high school mathematics background. Students will study Fundamental Concepts of Algebra, Equations and Inequalities, Functions and Graphs, and Polynomial, Rational, Exponential and Logarithmic Functions. Prerequisite: placement examination requirements satisfied or MAT 103.

MAT 125 Precalculus II/3 sem. hrs. This is the second course in the two-course sequence designed for the student who has a strong high school mathematics background. Students will study Trigonometric Functions, Analytic Trigonometry, Applications of Trigonometry, Systems of Equations and Inequalities, and Sequences and Series. Prerequisite: placement examination requirements satisfied or MAT 120.

MAT 133 Mathematical Way of Thinking/3 sem. hrs. (COR 133, 1018) An introduction to sets, logic, geometry, and probability and statistics. In addition, the sequence MAT 100/MAT 133 includes all CLAST objectives, and students needing CLAST are urged to register for it as soon after completing MAT 115 as possible. Prerequisite: placement examination requirements satisfied or MAT 100.

MAT 210 Calculus I/3 sem. hrs. Functions, limits, and derivatives of algebraic functions. Introduction to derivatives of trigonometric functions, logarithmic functions, application of derivatives to physics problems, related rates and maximum/minimum problems, and definite and indefinite integrals with applications. Prerequisite: MAT 125.

MAT 220 Calculus II/3 sem. hrs. Riemann sums, the definite integral, methods of integration, continuation of exponential, logarithmic functions, and inverse trigonometric functions. L'Hopital's rule and improper integrals. Prerequisite: MAT 210.

MAT 240 Abstract Algebra/3 sem. hrs. Designed primarily for secondary math education majors. Topics covered are sets and equivalence relations, mathematical induction including permutation groups, cyclic groups, homomorphism theorems, and factor groups. Prerequisite: departmental approval.

MAT 302 Applied Statistics/3 sem. hrs. (BUS 309, MAT 201, 202, MGT 301, PSY 301) Descriptive and inferential statistics relevant to applied research, data sets, frequency distributions, probability, sampling, estimating, hypothesis testing, chi-square and ANOVA, regression and correlation, and nonparametric measures. Prerequisites: MAT 110 and MAT 115 OR MAT 133.

MAT 303 Applied Statistics II/3 sem. hrs. Introductory aspects of inferential statistics and experimental design are covered. Course material includes hypothesis testing and estimation, analysis of variance, multiple comparison procedures, linear and multiple correlation and regression methods, chi-square tests, nonparametric techniques, and elementary design of experiments. Stress will be placed on interpreting studies that employ these techniques. Prerequisite: MAT 302.

MAT 310 Differential Equations/3 sem. hrs. Solving first-order ordinary differential equations, exact, separable, and linear. Applications to rates and mechanics and theory of higher-order linear differential equations. Methods of undetermined coefficients and variation of parameters, application to vibration, mass and electric circuits, and power series solutions. Partial differential equations and their application to electronics and electrical engineering problems. Solutions of initial boundary problems. Fourier series, Fourier transforms, inhomogeneous problems, and introduction to numerical methods. Laplace transforms. Prerequisite: MAT 220.

MAT 325 Euclidean Geometry/3 sem. hrs. Plane Euclidean geometry starts with a vocabulary of terms, definitions, and postulates, then works its way into direct and indirect proofs, and then finishes with similar figures, triangles, circles, and areas. The study of coordinate, solid, and non-Euclidean geometries will be left as an option (directed study) to the interested individual student. Prerequisite: MAT 120.

MAT 330 Introductory Linear Algebra/3 sem. hrs. Designed primarily for secondary math education majors, but is also appropriate for any student seeking a first course in linear algebra. The focus of the course is on matrix theory and its applications. Prerequisite: MAT 220 or departmental approval.

MAT 335 Number Theory/3 sem. hrs. Designed primarily for secondary math education majors. Topics covered divisibility, theory of primes, numerical functions, and congruence classes. Prerequisite: MAT 220 and MAT 325.

MAT 390 History of Mathematics/3 sem. hrs. Designed primarily for secondary math education majors. Covers from the early development in mathematics to current thinking. Students will gain the perspective that mathematics is the cumulative creation of many people over time. Prerequisites: MAT 220, MAT 325 and MAT 335.

MAT 405 Advanced Calculus I/3 sem. hrs. Begins with analytic geometry and vectors in several dimensions and continues with partial differentiation of functions of several variables and its applications, including linear programming, multipliers, and linear regression. Finally, double and triple integrals and their applications are also covered. Prerequisite: MAT 220.

MAT 406 Advanced Calculus II/3 sem. hrs. Begins with a study of vector functions of one variable and their applications and continues with vector fields including line and surface integrals. The major theorems of vector calculus, including the divergence theorem, Green's Theorem, and Stoke's Theorem, are also covered. Prerequisite: MAT 405.

MAT 440 Numerical Analysis/3 sem. hrs. Solution of algebraic and transcendental equations by a number of iterative methods, discussion of convergence considerations, probability and statistical theory, and numerical integrator of a number of types of problems will be discussed both in theory and in practice through the use of computer problem solving. Prerequisites: MAT 220; CCS 210 or CCS 330.

MAT 450 Probability and Statistics/3 sem. hrs. Probability function, random events, expectation, conditional probability distribution functions, and foundations of statistics. Prerequisite: MAT 220.

OCEANOGRAPHY (OCE)

OCE 250 Introductory Oceanography/Lab/4 sem. hrs. (OCE 350) Study of the physical and life sciences as they apply to the ocean. Oceanographic sampling and laboratory analysis techniques are covered.

OCE 400 Oceanography Seminar I/1 sem. hr. Participation in the science seminar series at the Nova Oceanographic Center. Intended for ocean studies majors during the last quarter of their sophomore year.

OCE 401 Oceanography Seminar II/1 sem. hr. Participation in the science seminar series at the Nova Oceanographic Center. Students present a 15-20-minute seminar on their research proposal. Intended for the last quarter of the junior year. Prerequisite: OCE 400.

OCE 402 Oceanography Seminar III/1 sem. hr. Participation in the science seminar series at the Nova Oceanographic Center. Students present a 15-20 minute seminar on their research. Intended for the last quarter of the senior year. Prerequisite: OCE 401.

OCE 449 Research Methods/3 sem. hrs. The course will present a broad theoretical outline for the design and implementation of research projects. Topics to be covered include problem definition, principles of design, sampling, measurement concepts, and research proposal preparation. Although this is not a course in statistics, a brief overview of univariate and bivariate statistics will be presented. The course will also cover the presentation of results, including graphics. It is assumed that the student will have some background in basic statistics and has some familiarity with computers.

OCE 450 Directed Research Project I/1 sem. hrs. Initiation of laboratory or field research in marine biology/ecology in consultation with an adviser.

OCE 451 Directed Research Project II/1 sem. hrs. Continuation of laboratory or field research in marine biology/ecology. Prerequisite: OCE 450.

OCE 452 Directed Research Project III/1 sem. hrs. Completion of laboratory or field research in marine biology/ecology, culminating with a thesis. Prerequisite: OCE 450.

PERSONAL GROWTH AND DEVELOPMENT (PGD)

PGD 101 Personal Adjustment/3 sem. hrs. This course focuses upon personal growth and development. Various means of acquiring self-understanding are explored, as are a number of important life-management and interpersonal skills.

PHILOSOPHY (PHIL)

PHIL 1300 Critical Thinking/
3 sem. hrs. A study of the basic conceptual tools needed to recognize, formulate, and evaluate arguments. Designed for the student who wishes to reason more effectively and critically. Formerly HUM 231.

PHIL 2300 Philosophical Issues/
3 sem. hrs. A study of the basic problems, methods and chief types of philosophy. Consideration will be given to the relation of philosophy to other forms of inquiry. Formerly HUM 230.

PHIL 3180 Biomedical Ethics/
3 sem. hrs. Application of ethical theory to issues in medicine and the life sciences. The course may include such topics as abortion, euthanasia, allocation of resources, genetic engineering, and the patient-professional relationship. Formerly HUM 318.

PHIL 3210 Ethics/3 sem. hrs. A philosophical examination of major problems in ethics, including such questions as: what makes an act morally right or wrong; what is the relation of fact to value; what things are intrinsically valuable? Other topics include moral responsibility; the good life; and contemporary moral issues such as abortion, euthanasia, racial discrimination, pornography, and animal rights.

PHIL 3220 Philosophy of Science/
3 sem. hrs. A study of the conceptual foundations of modern science. The course focuses on the philosophical analysis of scientific method and its basic concepts and assumptions. Formerly HUM 322. Science and Modern Thought.

PHIL 3330 History of Political Thought
1/3 sem. hrs. A study of the classic works of political philosophy from the ancients through the early modern period (e.g., Plato, Aristotle, Augustine, Aquinas, Machiavelli). Formerly HIS/HUM/LGS/POL 333.

PHIL 3340 History of Political Thought
1/3 sem. hrs. A study of the classic works of political philosophy from the early modern period through the present (e.g., Hobbes, Locke, Rousseau, Mill, Marx). Formerly HIS/HUM/LGS/POL 334.

PHIL 3660 Philosophy of Law/
3 sem. hrs. A critical examination of basic analytic and normative questions pertaining to law. The course may include such topics as the nature of law, law and morality, legal responsibility, civil disobedience, and the justification of punishment. Formerly HUM/LGS 366.

PHIL 4900 Special Topics in
Philosophy/3 sem. hrs. A careful and critical study of one or more of the outstanding works in philosophy and/or an in-depth study of one philosophical issue. This course may be repeated once for credit if content changes. Departmental approval required. Prerequisite, except for Career Studies students: PHIL 130 or permission of instructor.

PHYSICAL SCIENCES (PHY)

PHY 102 Concepts in Physical Science/
3 sem. hrs. (COR 131, SCI 2018)
Interactions of the geosphere, hydrosphere and atmosphere are used as a means of exploring basic concepts in physical science. Emphasis is on scientific processes and skills with an equal mix of field experiences, readings, and class participation. Prerequisite: MAT 103 or MAT 133.

PHY 104 Environmental Studies/3 sem.
hrs. Overview of environmental science that integrates social, economic, technical, and political issues. Problems of ecological disruptions, growth of human populations, land use, energy, water supply, food supplies, pesticides, and pollution are covered. Identical to LSC 104.

PHY 106 Introduction to
Oceanography/3 sem. hrs. Examination of the physical, chemical, biological, and geological properties of the world ocean. The interdisciplinary approach will introduce concepts important in understanding the development and current status of oceanographic research for the nonscience major.

PHY 205 Physical Geology/Lab/4 sem.
hrs. Study of the earth, its materials, surface, and interior features and processes of formation and change. Includes laboratory sessions.

PHY 215 Historical Geology/Lab/4 sem.
hrs. Study of the earth's history through geologic time, its major geologic periods, formations, and evolution as evidenced through the fossil record. Course Prerequisites: LSC 150, LSC 151

PHY 228 General Chemistry I Lab/1
sem. hrs. First of a two-part laboratory session which covers basic chemical calculations, periodicity, bonding, inorganic reactions, and kinetics. This course is the first half of General Chemistry Continuum. Prerequisite: PIY 230.

PHY 229 General Chemistry II Lab/1
sem. hrs. Second of a two-part laboratory session which covers thermodynamics, acid-base reactions, electrochemistry, and nuclear chemistry. This course is a continuation of General Chemistry Continuum. Prerequisite: PHY 228 and PHY 230.

PHY 230 General Chemistry I/Lab/
4 sem. hrs. Basic chemical calculations, periodicity, bonding, inorganic reactions, and kinetics. First half of General Chemistry Continuum. Includes laboratory sessions. Prerequisite: MAT 103

PHY 231 General Chemistry II/Lab/
4 sem. hrs. Continuation of General Chemistry Continuum including thermodynamics, acid-base reactions, electrochemistry, and nuclear chemistry. Includes laboratory sessions. Prerequisite: MAT 103 and PHY 230.

PHY 233 General Chemistry II class
only/3 sem. hrs. Continuation of General Chemistry Continuum including thermodynamics, acid-base reactions, electrochemistry, and nuclear chemistry. Includes laboratory sessions. This is for students who need to take the class without the laboratory. Prerequisite: MAT 103 and PHY 230.

PHY 235 Applied Physics I/Lab/4 sem.
hrs. First of a two-part series covering mechanics, thermodynamics, vibrations, and waves. Includes laboratory sessions. Prerequisite: MAT 125.

PHY 236 Applied Physics II/Lab/4 sem.
hrs. Second of a two-part series covering electricity and magnetism, optics, and modern physics. Includes laboratory sessions. Prerequisites: MAT 125.

PHY 237 Applied Physics I/Lab/1 sem.
hr. First of a two-part series covering mechanics, thermodynamics, vibrations, and waves. Includes laboratory sessions. This is for students who need to take the lab without the class. Prerequisite: MAT 208.

PHY 238 Applied Physics II/Lab/1 sem.
hr. Second of a two-part series covering electricity and magnetism, optics, and modern physics. Includes laboratory sessions. This is for students who need to take the lab without the class. Prerequisites: MAT 208 and PHY 235.

PHY 239 Applied Physics II/3 sem. hrs.
Second of a two-part series covering electricity and magnetism, optics, and modern physics. Includes laboratory sessions. This is for students who need to take the class without the laboratory. Prerequisites: MAT 208 and PHY 235.

PHY 291-299 Special Topics/3 sem.
hrs. Topics in physical science that are not included in regular course offerings and may be taken without prerequisites. Specific content announced in the course schedule for given term. Students may re-enroll for Special Topics covering differing content.

PHY 301 Acoustics of Speech and Hearing/3 sem. hrs. Introduction to the physics of sound and phonetics as related to speech communication.

PHY 320 Essentials of Organic Chemistry/4 sem. hrs. A one-semester study of the structure, nomenclature, preparation, properties and reactions of organic compounds, organized by functional groups and reaction mechanisms. Includes laboratory sessions. Prerequisite: PHY 231.

PHY 324 Bio-Organic Chemistry/3 sem. hrs. Introduction to the structure, properties, and reactions of the major organic chemical groups with emphasis on those important in biochemical processes, biological macromolecules, and the basics of carbohydrate, lipid, and protein metabolism. This course does not include a laboratory. Prerequisite: PHY 231.

PHY 325 Bio-organic Chemistry/Lab/4 sem. hrs. Introduction to structure, properties, and reactions of major organic chemical groups with emphasis on those important in biochemical processes, biological macromolecules, and basics of carbohydrate, lipid, and protein metabolism. Includes laboratory sessions. Prerequisite: PHY 231.

PHY 330 Organic Chemistry I/Lab/4 sem. hrs. The chemistry of carbon compounds, including their structure, nomenclature, preparation, reactions, analysis, and properties. Reaction mechanisms are stressed within a functional group framework. Includes laboratory sessions. Prerequisite: PHY 231.

PHY 331 Organic Chemistry II/Lab/4 sem. hrs. Continuation of PHY 330, Organic Chemistry I/Lab, includes laboratory sessions. Prerequisite: PHY 330.

ADVANCED PHYSICAL SCIENCES (PHYS)

PHYS 240 Physics I/3 sem. hrs. Basic principles of mechanics including vectors, force, equilibrium, displacement, velocity, acceleration, MASS, Newton's Laws, work energy, gravitation, momentum, rotational motion, and mechanics of systems of particles and rigid bodies. Includes laboratory sessions. Prerequisite: MAT 220.

PHYS 241 Physics I/Lab 4 sem. hrs. Basic principles of mechanics including vectors, force, equilibrium, displacement, velocity, acceleration, MASS, Newton's Laws, work energy, gravitation, momentum, rotational motion, and mechanics of systems of particles and rigid bodies. Includes laboratory sessions. Prerequisite: MAT 220.

PHYS 250 Physics II/3 sem. hrs. Electrostatics, electric currents, electric fields and electric potential, AC and DC circuits, magnetic fields, capacitance, inductance, and electromagnetic waves. Prerequisites: MAT 220 and PHYS 240.

PHYS 251 Physics II/Lab 4 sem. hrs. Electrostatics, electric currents, electric fields and electric potential, AC and DC circuits, magnetic fields, capacitance, inductance, and electromagnetic waves. Prerequisites: MAT 220 and PHYS 241.

POLITICS AND PUBLIC AFFAIRS (POL)

POL 101 American Government and Politics/3 sem. hrs. (HUM 2700) An introduction to the processes of the American national and local forms of government. Included are the nature and structure of government, its characteristics and functions, and the intimate relation of government to other interests.

POL 201 Comparative Government/3 sem. hrs. This course will examine the elements of foreign systems of governance including constitutions, history, ideologies, institutions and political parties. Attention will be given to how legislation is enacted, how elections are conducted, and the relationship between the judicial, executive and legislative branches of government.

POL 2900-3000 Special Topics in Political Science/3 sem. hrs. (POL 491-499) Advanced topics in politics and public affairs that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may reenroll for Special Topics covering differing content.

PSYCHOLOGY (PSY)

PSY 102 Introduction to Psychology/3 sem. hrs. (BES 1018, COR 111, PSY 101, 111, 201) An introduction to theory, research, and applications in the field of psychology. Topics include biological bases of behavior, perception, motivation, learning and memory, psychological development, personality, social psychology, and the identification and treatment of mental illness.

PSY 141 Personal Career Development/3 sem. hrs. The process of career development applied to oneself. Identifying vocational interests and aptitudes, obtaining information about occupations, gaining experience through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the college role. Identical to EDU 141 and MGT 141.

PSY 164 Current Perspectives in Substance Abuse/3 sem. hrs. (PSY 364) An overview of the major drugs of abuse in American society today. Includes health and legal issues related to substance abuse and resources available for the treatment of chemical dependency and other drug-related problems. Identical to LSC 164. Students may not receive credit for this course and for LSC/PSY 165.

PSY 211 Human Sexuality/3 sem. hrs. (BES 350, PSY 413) Anatomy/physiology of the human sexual system, human sexual response, the range of sexual behaviors, and sources of attitudes and beliefs about sexuality. Identical to LSC 211.

PSY 213 Family Relationship Skills/3 sem. hrs. (BES 305, SOC 231, 331) Contemporary patterns of marriage and family living. Approaches to effective living together in family units. Coverage of both adult and parent-child relationships. Emphasis on communication, supportiveness, and contingency management. Experiential learning included. Identical to SOC 213. Prerequisite: PSY 102 or SOC 202 or CORE 245.

PSY 237 Early Childhood Development/3 sem. hrs. This course will critically examine theories and research concerning early childhood development from the prenatal period through age eight (8). Emphasis will be placed on practical applications of material covered. A thorough understanding of the processes of early human growth and development is critical to understanding behaviors which may appear during adolescence and adulthood.

PSY 238 Child and Adolescent Development/3 sem. hrs. (EDU 338, PSY 201, 338) Aspects of growth and development during childhood and adolescence: physiological, cognitive, personality, and social. Prerequisite: PSY 102.

PSY 239 Adulthood and Aging/3 sem. hrs. (PSY 202, 339) Developmental experiences of maturity. Physiological and psychological aspects of aging. Prerequisite: PSY 102.

PSY 245 Forensic Psychology/3 sem. hrs. (PSY 298) This course covers the interaction of psychology and the legal system. Students will learn how psychologists help courts make decisions about the competency of people to stand trial, about insanity, about sentencing, about committing people to psychiatric treatment against their will, about competency to manage one's own affairs, and about awarding money for psychological harm. Students will also explore the role of psychologists in finding serial killers, dealing with hostage takers, and rehabilitating criminals.

PSY 246 Health Psychology/3 sem. hrs. This course covers stressors and health, health behavior promotion, and psychological treatment for cancer, heart disease, and other medical disorders.

PSY 247 Loss, Grief, and Bereavement/3 sem. hrs. This course addresses the issues of loss accompanying the death of a loved one and the handling of grief for people of all ages. Sensitizes students to their own feelings about death, describes the rites of passage, and identifies methods of resolution for grief. This course will be beneficial to individuals in their own lives, as well as to those who will be involved in counseling.

PSY 248 Industrial Psychology/3 sem. hrs. Survey of Psychology as applied to work emphasizing a general knowledge of industrial/organizational psychology as well as its application to the solving of real world problems. Discussion of Personnel Decisions, Organizational Training, Organizations and Their Influence on Behavior, Job Satisfaction, Job Design and Organizational Development, Human Factors, and Environmental Stressors on Workers. Identical to MGT 248.

PSY 280 Introductory Practicum/1-6 sem. hrs. An introductory field experience to broaden the student's education. Placement in a research setting, community agency, or human resource department. Report required. Supervision on site and by the Academic Division. Prerequisites: PSY 102 and prior written approval by the division director.

PSY 291-299 Special Topics/3 sem. hrs. Topics in psychology that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

PSY 300 Psychological Research Methods/3 sem. hrs. (HSC 302, PSY 302) Research designs commonly used in psychology: observational, experimental, and quasi-experimental. Steps in doing research including use of the APA format for writing reports. Prerequisites: LAN 112, MAT 302 and PSY 102.

PSY 303 Experimental Psychology (Laboratory)/3 sem. hrs. Laboratory experience in various areas of experimental psychology. Covers experiments and reports on sensation and perception, motivation, learning and memory, and the measurement of ability and personality factors. Prerequisite: PSY 102.

PSY 307 Stress Management/3 sem. hrs. This course examines the process and complexities of stress management, its impact on the work place, and the overall quality of work life in an organization. Stressful events and conditions will be presented and analyzed from three perspectives: individual vulnerability to stressors, the environment in which that vulnerability is exposed to stressors, and the resulting behavioral symptoms. Identical to MGT 492 and MGT 307.

PSY 308 Cooperative Education (no credit) Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

PSY 311 Interpersonal Communication/3 sem. hrs. Study of human communications, interpersonal relationships, and small group dynamics. Topics include verbal and nonverbal behavior, development of relationships and groups, and assertiveness and leadership. Experiential learning included.

PSY 316 Issues in Social Psychology/3 sem. hrs. Social determinants of individual behavior. Psychological issues of current social relevance such as attraction, propaganda and advertising, aggression and TV violence, prejudice, and conformity. Prerequisite: PSY 102 or CORE 142.

PSY 321 Personality/3 sem. hrs. (PSY 310) Survey of psychoanalytic, humanistic, cognitive, and behavioral theories of personality. Current issues and personality research. Prerequisite: PSY 102 or CORE 142.

PSY 326 Abnormal Psychology/3 sem. hrs. (PSY 440) Diagnoses, causes, and prognoses for the various categories of psychological disorders. Case studies supplement and illustrate theory and research. Prerequisite: PSY 102.

PSY 330 Behavior Modification/3 sem. hrs. (PSY 441) Behavior modification techniques applied to diverse areas such as mild and severe behavior problems in children and adults, behavioral medicine, organizational behavior, sports psychology, and self-management. Prerequisite: PSY 102 or CORE 142.

PSY 336 Psychology of Women/3 sem. hrs. Emphasis will be on the psychological and social factors influencing women's development and behavior. Women's identity, gender-related roles, cognitive styles, value systems, and relationship patterns will be explored. Identical to WMS 336.

PSY 345 Introduction to Interviewing and Counseling Techniques/3 sem. hrs. (PSY 202, 346) General principles of effective interviewing. Skills and techniques for achieving various interview goals, with an emphasis on counseling interviews and the establishment of helping relationships.

PSY 350 Community Psychology/3 sem. hrs. Prevention, recognition, and mobilization of individual and community resources for helping solve psychological problems. The role of psychologically trained change agents in the human services field. Prerequisite: PSY 102.

PSY 351 Human Learning and Cognition/3 sem. hrs. (PSY 320, 451) Theories and research concerning human learning and cognition. Covers conditioning, verbal learning, memory, and problem solving. Prerequisite: PSY 102 or CORE 142.

PSY 354 Substance Abuse: Historical and Legal Perspectives/3 sem. hrs. The role of alcohol and other drugs in American society today. Includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, and legal issues related to substance abuse. Identical to SOC 354.

PSY 355 Substance Abuse and the Family/3 sem. hrs. This course examines the family problems related to the abuse of alcohol and other psychoactive substances as well as changes in family functioning that accompany chemical dependency. You will gain an appreciation of the concept of substance abuse as a family illness and learn the roles of the family in the maintenance of the addiction and in the recovery process. Strategies for dealing with non-users within the family are also covered. Identical to SOC 355.

PSY 356 Substance Abuse in Business and Industry/3 sem. hrs. Scope and cost of alcohol and other drug-related problems in business and industry today, and the role of managers and supervisors in dealing with these problems. The formulation of company policies regarding substance abuse, effective educational and intervention programs, and strategies for implementing these. Identical to MGT 356.

PSY 357 The Psychology and Physiology of Substance Abuse/3 sem. hrs. Introduction to the Pharmacology and Physiology of alcohol and other drugs and the psychological effects of psychoactive drugs. Nature of addictions and of the disease concept, the signs and symptoms of substance abuse, diagnostic criteria for evaluating chemical dependency, the physical and psychiatric disorders related to substance abuse (including AIDS and dual diagnosis), and the stages of recovery from chemical dependency. Identical to LSC 357.

PSY 358 Rehabilitation Strategies for Substance Abuse/3 sem. hrs. Types of therapeutic approaches employed in the treatment of substance abuse problems and the types of facilities available for each treatment. Treatment planning and coordination and the application of specific treatment techniques. Structure, and the programs of Alcoholics Anonymous, as well as the approaches employed by several other mutual support programs. Ways in which the self-help groups and the professional community can work together to achieve common goals. Special needs of women, adolescents, and minorities within the rehabilitation process are covered.

PSY 362 Drug Prevention and Education/3 sem. hrs. Classification and identification of drugs, as well as the behavioral criteria for recognizing alcohol and drug abuse. Specific attention is paid to prevention, education, and intervention strategies within the home, the school, and the community. Methods for evaluating the effectiveness of these strategies are also examined. Identical to EDU 362.

PSY 363 Professional Development in Substance Abuse/3 sem. hrs. Personal and professional issues faced by the substance abuse counselor. Values and ethical considerations for the beginning counselor, as well as legal requirements for substance abuse treatment. Students will learn to recognize agents of change and resistance through personal experience in the classroom.

PSY 371 History and Theories of Psychology/3 sem. hrs. (PSY 471) Exploration of the historical roots of psychology, and the bases and growth of psychology as a science. Examines the major historical and contemporary theories of psychology, with an emphasis on enduring issues. Prerequisite: PSY 102.

PSY 376 Multicultural Issues in Psychology/3 sem. hrs. Issues relevant to the field of psychology. Examinations of different cultural groups and their values as they pertain to the individual, the family, time, proxemics (personal and interpersonal space), communication styles, and the body language. Different cultural world views will be explored as they pertain to locus of control, conception of mental illness, and attitude toward seeking psychological help.

PSY 380 Current Psychotherapies/3 sem. hrs. (PSY 496) This course is designed for the advanced undergraduate student. It is also intended for those in the field who desire a refresher course in counseling theory and practice. It is a comprehensive introduction into the most popular counseling theories and techniques presently in use. Format for the course includes lecture and discussion sessions, role playing, and audio and/or video tape critique sessions.

PSY 391 Intermediate Special Topics/1-3 sem. hrs. Topics in psychology that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may reenroll for Special Topics covering different content.

PSY 405 Psychological Tests and Measurements/3 sem. hrs. (PSY 340, 406) Theory and use of psychological tests of ability and personality. Covers the selection, administration, scoring, and interpretation of psychological tests. Prerequisites: MAT 302, PSY 102.

PSY 410 Principles of Individual Counseling/3 sem. hrs. This course covers the essential elements of individual counseling, with a specific focus upon substance abuse problems. Includes techniques for establishing rapport, overcoming client resistance, clarifying issues, problem solving, developing insights, and strengthening support systems. Experiential learning included.

PSY 415 Principles of Group Counseling/3 sem. hrs. This course covers the essential elements of group counseling, with a specific focus upon substance abuse problems. Includes group leadership styles, facilitation skills, group dynamics, the stages of group development, and techniques for dealing with specific problems that often occur in a group setting. Emphasis on experiential learning.

PSY 420 Family Counseling/3 sem. hrs. This course will cover the theoretical framework and methods of family counseling. Techniques to institute changes in behavior and communication within the family system will be examined. There will be emphasis on experiential learning, role-playing, and other in-class experiences. Prerequisite: PSY 345.

PSY 460 Biological Bases of Behavior/3 sem. hrs. (PSY/LSC 461) Genetic, neural, and endocrine bases of behavior. Neuroanatomy and chemical and electrical events in the nervous system. Sensory processes, motivation, emotion, and arousal. Prerequisites: LSC 102 or 105, PSY 102. Identical to LSC 460.

PSY 480 Practicum in Psychological Research/3 sem. hrs. Experience in doing research under the supervision of the Academic Division. Reading the relevant research literature, running subjects, analyzing data, and writing an APA format report. Prerequisites: PSY 300 and prior written approval by the division director.

PSY 481 Practicum in Community Psychology/3 sem. hrs. Experience in applying psychological principles in a human services agency. Supervision on-site; weekly team meetings at the university. Written reports required. Prerequisites: PSY 311; one of the following: PSY 330, 345, 380; and prior written approval by the course instructor.

PSY 483 Practicum in Substance Abuse Treatment/3 sem. hrs. Experience in the application of knowledge concerning substance abuse treatment. Through placement in a treatment setting, students will gain practical experience in the substance abuse field. Prerequisite: completion of at least two courses within the substance abuse studies specialty and written consent of division director.

PSY 484 Advanced Practicum in Psychology/3-6 sem. hrs. Students will gain experience in a specialty area of psychology by working with teams of faculty members and graduate students. They will be able to observe and participate in both research and applied clinical work. To enroll in this practicum, students need junior or senior standing and written approval of the director of undergraduate Behavioral Sciences and approval of the director of any graduate program where the student may be placed. Prerequisite: PSY 300.

PSY 488 Senior Seminar in Psychology/3 sem. hrs. Students will have the opportunity to integrate information from a variety of specialties in psychology. Each seminar will have a focal theme that will allow students to gain new perspectives as well as apply knowledge from prior courses and experiences. To enroll in this course, students must have senior standing.

PSY 491-498 Advanced Special Topics/3 sem. hrs. Advanced topics in psychology that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may reenroll for Special Topics covering different content.

PSY 499 Independent Study in Psychology/1-12 sem. hrs. The student selects, and carries out independently, library and/or empirical research. Faculty supervision is provided on an individual basis. Prerequisite: PSY 300 and written consent of instructor and division director.

COLLEGE READING (REA)

REA 100 College Reading/3 sem. hrs. Develops literal and critical reading and study skills strategies that an active reader needs in order to master college course work. Students will focus on vocabulary knowledge and improving literal, analytical, inferential, and critical reading skills. Study skills strategies will be addressed and developed.

SECONDARY EDUCATION (SEC)

SEC 311 Teaching Social Studies in Middle and Secondary School/3 sem. hrs. Content and methods for teaching social studies in the secondary grades. Program development, appropriate activities, and evaluation techniques will be discussed. Development of teaching skills and analysis of materials, methods, and programs for teaching social studies in the secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 312 Teaching Science in Middle and Secondary School/3 sem. hrs. Content and methods for teaching science in the secondary school. "hands-on" approaches, resources, material, and ideas drawn from the students' experiences will all be discussed. Development of teaching skills and analysis of materials, methods, and programs for teaching science in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 313 Teaching Music in Middle and Secondary School/3 sem. hrs. Study of the fundamentals of music, contents of a music program, and special methods of teaching and using music in the secondary school curriculum. Development of teaching skills and analysis of materials, methods, and programs for teaching music in the secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 314 Teaching Art in Middle and Secondary School/3 sem. hrs. Contents and methods of teaching art in the secondary school. Problems in the selection of materials and the evaluation of activities as well as ideas and art projects will be included. Development of teaching skills and analysis of materials, methods, and programs for teaching art in secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 315 Health and Physical Education in Middle and Secondary School/3 sem. hrs. Curriculum, content, and methods in effective health education in the secondary school. Methods and materials for physical education. Development of teaching skills and analysis of materials and methods in programs for teaching health and physical education in the secondary schools.

SEC 316 Teaching Mathematics in Middle and Secondary School/3 sem. hrs. Content, materials, and methods for teaching mathematics in the secondary school. Development of teaching skills and analysis of materials, methods, and programs for teaching mathematics in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 320 Teaching Foreign Language in Middle and Secondary School/3 sem. hrs. Content and methods of teaching foreign language in the secondary school. Language development and expression. Analysis of materials, methods, and programs for teaching foreign language in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 322 Teaching Business in Middle and Secondary School/3 sem. hrs. Teaching business subjects in the secondary school. Methods and materials, program development, evaluation techniques, resources, and teaching principles will all be discussed. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SEC 323 Teaching English in Middle and Secondary School/3 sem. hrs. Content and methods of teaching English in the secondary school. Language development and expression. Development of teaching skills and analysis of materials, methods, and programs for teaching English in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

SERVICE LEARNING

SERV 2900-4999 Service-Learning Credit/1 sem. hr Each semester faculty members offer a number of one-credit courses, which combine classroom work and community service. Specific offerings are listed in the course schedule. Depending on the project, the course may be applied toward the student's specialty. May be repeated. Instructor's approval required for registration.

SOCIOLOGY (SOC)

SOC 202 Introduction to Sociology/3 sem. hrs. (BES 208, SOC 101, 201) The nature and needs of man and society, groups and institutions, social processes, and social change. Special emphasis will be placed on American culture and the impact of technology on modern man.

SOC 213 Family Relationships/3 sem. hrs. (BES 305, SOC 231, 331) Contemporary patterns of marriage and family living. Approaches to effective living together in family units. Covers both adult and parent-child relationships. Emphasis on communication, supportiveness, contingency management. Experiential learning included. Identical to PSY 213. Prerequisite: SOC 202, or PSY 102 or CORE 245.

SOC 221 Folklore/3 sem. hrs. The study of traditional culture, or knowledge that is learned informally within groups and communities. Folklore forms such as folk tales, myths, legends, ballads, customs, crafts, architecture, and foodways provide examples of how traditional culture functions in the lives of individuals and their communities. Identical to HUM 221.

SOC 250 Global Diversities: Issues and Perspectives/3 sem. hrs. (LAC 250) The course examines some of the increasingly complex and diverse issues confronting humanity. It looks at the broad, historical forces that are at work shaping the world of the 21st century and presents and analyzes a wide variety of ideologies and theories. Students are encouraged to view global issues from an international perspective, rather than from a purely American or Western point of view. They examine the great diversity of opinion that people hold on important global issues, such as population, natural resources, development, conflict and cooperation, and human rights and values. Formerly HIS 250.

SOC 251 Social Problems/3 sem. hrs. Focuses upon a number of contemporary social problems, analyzing causative factors and exploring alternative solutions. Examines the role of community services agencies in the amelioration of some of these problems. Identical to CMS 251. Prerequisite is SOC 202 or CORE 245.

SOC 302 Community Services Systems/3 sem. hrs. (HCS 302) An overview of community service institutions to assist the health care professional in meeting patients' needs. Discussion of professional issues related to community services. Offered only in HCS.

SOC 303 Transcultural Issues in Health Care/3 sem. hrs. (HCS 303) Concepts of the social sciences as they relate to the work of the health professional. Identification of economic, social, cultural, and environmental factors that affect health care. Offered only in HCS.

SOC 311 Women and Society: Cross-Cultural Perspectives/3 sem. hrs. A study to explore definitions of masculine and feminine in a crosscultural context, with an emphasis on the ways in which anthropology and science have begun to revise traditional concepts of sex roles and behavior. Identical to WMS 311.

SOC 324 Women in the Workforce/3 sem. hrs. This course will examine the concept of work and the historical and current role of women in the labor force from a comparative perspective, with special emphasis on the American experience. The objective of the course will be to provide a framework and methodology for understanding the role that gender has played in structuring both the work force and the work place through an analysis of some of the current key issues. Identical to BUS/WMS 324.

SOC 354 Substance Abuse: Historical and Legal Perspectives/3 sem. hrs. The role of alcohol and other drugs in American society today. Includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, and legal issues related to substance abuse. Identical to PSY 354.

SOC 355 Substance Abuse and the Family/3 sem. hrs. This course examines the family problems related to the abuse of alcohol and other psychoactive substances, as well as changes in family functioning that accompany chemical dependency. You will gain an appreciation of the concept of substance abuse as a family illness and learn the roles of the family in the maintenance of the addiction and in the recovery process. Strategies for dealing with non-users within the family are also covered. Identical to PSY 355.

SOC 403 Images of Women in Popular Culture/3 sem. hrs. This course examines the changing images of women in popular media other than literature, including film, music videos, television situation comedies, comic books; examples will be drawn from both past and contemporary sources. Readings will be assigned from a variety of feminists currently working in this area, in an effort to expose the influence of these images on mainstream America. Formerly HUM 403.

SOC 410 Preparing for the Next Century/3 sem. hrs. Current global changes which promise a vastly different Twenty-first century from the present one include interconnection of financial and stock markets; shrinkage of well-paying jobs in the private and public sections; widening gap between the poor and the rich; rapid changes in technology and communication; expansion of literacy, political participation and claim to human rights; and a universal revolution of rising expectations. This interdisciplinary course explores the social, political, economic and demographic implications of these global shifts.

SOC 430 Juvenile Crime and Justice/3 sem. hrs. Advanced study of special characteristics and causes of juvenile crime. Principles and practices for its prevention and control. The administration of juvenile justice. Prerequisite: SOC 202.

SOC 485-488 Field Study/3-12 sem. hrs. A field experience relating to selected topics in Latin American and Caribbean Studies. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Field Study experiences covering different topics and cultures.

TELECOMMUNICATIONS (CSTC)

CSTC 200 Mathematical Foundations of Telecommunications/3 sem. hrs. Development of techniques applied to telecommunications systems for solution of problems solved by queueing theory, information theory, operations research, statistics, and topology. Prerequisites: MAT 150, MAT 302, and MAT 450.

CSTC 205 Electronics for Telecommunications/3 sem. hrs. (TC 205) An introduction to electronic systems for communications including signaling, modulation, demodulation, data transmission, switching, satellites, optical methods, test equipment, and error control. Prerequisites: CSTC 200 and CSEE 305.

CSTC 300 Telecommunications Network Planning and Operations/3 sem. hrs. (TC 300) Development of techniques applied to telecommunication systems for the planning and operation of telecommunications networks. Prerequisites: CCS 345, CSTC 200 and CSTC 205.

CSTC 305 Telecommunications Software and Protocols/3 sem. hrs. (TC 305) Development of protocols by example for software support of telecommunications systems. Prerequisites: CCS 345 and CSTC 200.

CSTC 400 Telecommunications Economics and Policy/3 sem. hrs. (TC 400) Development of the economic and regulatory environment of modern telecommunications systems and the effects on planning, cost, and operations. Prerequisites: CCS 345 and CSTC 200.

WOMEN'S STUDIES (WMST)

WMST 2050 Feminist Thought: Intro. To Women's Studies/3 sem. hrs. Taking an historical and chronological view, this course will examine contributions to the ever developing body of knowledge of feminist thought. It will also explore gender construction and the problem of gender identity. Formerly WMS/HUM 305.

WMST 4900 Special Topics in Women's Studies/3 sem. hrs. Topics may include advanced readings in feminist thought (primary historical or contemporary readings), in a specific genre (e.g., autobiography), or on a particular issue (e.g., the construction of gender identity in writing by women). This course may be repeated once for credit if content changes. Departmental approval required.

NOVA SOUTHEASTERN UNIVERSITY BOARD OF TRUSTEES

Ray Ferrero, Jr.

Chairman

Ovid C. Lewis

President

Robert A. Steele

Vice-Chair

W. Tinsley Ellis

Secretary

Ronald G. Assaf

Leonard L. Farber

Harry A. Gampel

Linda L. Gill

William D. Horvitz

Royal F. Jonas

Kenneth V. Knight

Jack L. LaBonte

Marshall B. Lytle II

Mary R. McCahill

Chair Emeritus

Arnold Melnick, D.O.

August C. Paoli

Emanuel Pushkin, O.D.

David H. Rush

Franklin L. Smith

Harry L. Smith

Morton Terry, D.O.

Jay Tishcenkel, R.Ph

August Urbanek

Zachariah P. Zachariah, M.D.

Ex Officio

Cheryl Gotthelf

Cathy Hoffeld

Joseph R. Millsaps

Terrence J. Russel

James Farquhar

Chairman Emeritus (retired)

Abraham S. Fischler

President Emeritus

Honorary Trustees

Robert O. Barber

Hamilton Forman

Myron I. Segal, M.D.

J. Wallace Wrightson

NOVA SOUTHEASTERN UNIVERSITY ADMINISTRATION

Ovid C. Lewis, J.S.D., *President*

Morton Terry, D.O., *Chancellor, Health Professions Division*

Joel S. Berman, J.D., *Associate Vice-President for Legal Affairs*

Leslie W. Brown, *Vice-President for Development*

Douglas G. Buck, D.P.A., *Associate Vice-President for Human Resources*

Joseph B. Lakovitch, J.D., *Vice-President for Student Affairs*

John Losak, Ph.D., *Associate Vice-President for Research and Planning*

Elizabeth A. McDaniel, Ph.D., *Vice-President for Academic Affairs*

Arnold Melnick, D.O., *Vice-Chancellor and Provost, Health Professions Division*

John J. Santulli, II, *Associate Vice-President for Administration*

Jeffrey Schneider, *Vice-President for Finance*

**JAMES FARQUHAR CENTER
FOR UNDERGRADUATE STUDIES
FACULTY AND ADMINISTRATIVE STAFF**

STUART HORN

Dean
Professor
B.B.A. City College of New York
Ph.D. City University of
New York Graduate School

ALLAN H. SCHULMAN

Associate Dean
Professor
B.A. Temple University
M.S. Pennsylvania State
University
Ph.D. Pennsylvania State
University

REBECCA ABRAHAM

*Associate Professor, Business
and Administrative Studies*
B.S. Women's Christian College
M.B.A. U.S. International
University at Kenya
D.B.A. U.S. International
University at San Diego

THELMA ALBRITTON

*Associate Director, Master's
Program in Speech-Language
Pathology, LaBonte Institute*
A.B. Greensboro College
M.Ed. University of Oregon

STEVEN E. ALFORD

Professor, Liberal Arts
B.A. University of
Texas-Austin
M.A. University of
North Carolina
Ph.D. University of
North Carolina

CARYN ASLESON

Associate Director, Student Affairs
B.A. State University of
New York at
Binghamton
M.S. Nova University
Ed.D. Nova Southeastern
University

DIX ASLESON

Admissions Counselor
B.S. Yale University
M.Ed. Florida Atlantic
University

ROBERT BAER *Associate
Professor*

B.A. University of Miami
M.A. University of Miami
M.P.A. Nova University
D.P.A. Nova University

BARRY BARKER

Math, Science, and Technology
B.S. Eastern Illinois University
M.S. University of Illinois

M.Ed. University of Delaware
Ph.D. Sussex College of
Technology

JERRY BARTOLOMEO

Coordinator of Mathematics
Associate Professor,
Math, Science, and Technology
B.A. University of Florida
M.S. University of Florida
Ph.D. University of Florida

CHARLES BLACKWELL

Director, Master's Programs
Associate Professor
B.S. Howard College
M.B.A. Samford University
M.P.A. Nova University
D.P.A. Nova University

PHYLLIS BOYD

Admissions Counselor
B.S. Nova University

LARRY BRANDT

Faculty Coordinator
*Associate Professor, Business
and Administrative Studies*
B.S. Iowa State University
M.S. Appalachian State
University
Ph.D. University of Nebraska

BARBARA BRODMAN

*Coordinator of Latin American
and Caribbean Studies/
International Studies*
Professor, Liberal Arts
B.A. University of Vermont
M.A. University of New
Hampshire
Ph.D. University of Florida

WALTER BURLAGE

*Math Specialist/
Instructor Academic Support Center*
B.S. Western Michigan
University
M.A. Western Michigan
University

CURTIS BURNEY

Coordinator of Science
Associate Professor,
Math, Science, and Technology
B.S. Nebraska Wesleyan
University
M.S. University of Rhode Island
Ph.D. University of Rhode Island

MARK J. CAVANAUGH

Faculty Athletic Representative
Associate Professor, Liberal Arts
B.A. Iona College
M.A. University of Notre Dame
Ph.D. University of Notre Dame

FRANK CAVICO

*Assistant Professor, School of
Business*
B.A. Gettysburg College
J.D. St. Mary's University
School of Law
LL.M. University of San Diego
School of Law

LYNNE CAWLEY

Admissions Counselor
B.S. Slippery Rock
University
M.S. Winthrop College

CHRISTINE C. CHILDREE

*Director of Academic Support
Services*
B.S. Miami University
M.S. Miami University
Ed.D. Nova University

CLEVELAND O. CLARKE

*Director of Education and
Behavioral Sciences*
Associate Professor
B.S. Pennsylvania State
University
M.Ed. Boston University
Ed.D. Boston University

NIGEL CLARKE

Computer Support Specialist
B.S. Nova Southeastern
University

MARIKAY CONCANNON

Student Adviser for BPM
B.S. Nova University
M.S. Nova University

NAOMI D'ALESSIO

*Director of Math, Science, and
Technology, Lecturer*
B.S. State University of New
York at Albany
M.S. State University of New
York at New Paltz

DENNIS DANNACHER

University Representative
B.S. Ball State University
M.S. Nova University

ELIZABETH DARVAS

Associate Professor, Education and Behavioral Sciences
B.A. New York University
M.A. New York University
Ed.D. Nova University

JAMES D. DEAN, C.P.A.

Lecturer, Business and Administrative Studies
B.A. University of Alabama
M.A. University of Alabama

CORNELIA deBRUN

Admissions Counselor
A.A. Webster College

PETER DI PAOLO

Adjunct Lecturer, Business and Administration Studies
B.S. Villanova University
M.B.A. Nova University
D.B.A. Nova University

JAMES E. DOAN

Professor, Liberal Arts
B.A. University of California at Santa Cruz M.A. University of California at Los Angeles
M.A. Harvard University
Ph.D. Harvard University

SUSAN DODDER

Assistant Director of Admissions
B.S. Nova University

RICHARD E. DODGE

Director, Institute of Marine and Coastal Studies, Associate Professor, Marine Geology and Biology
B.A. University of Maine
M.Phil. Yale University
Ph.D. Yale University

KENNETH DOSÉ

Associate Director of Marketing, Assistant Professor, Education and Behavioral Sciences
B.A. University of Charleston
M.A. Nova University
Ed.D. Nova University

VERNON ELA

Coordinator of Academic Technology, Lecturer, Math, Science and Technology
B.P.S. Barry University
M.S. Nova University

JOSHUA FEINGOLD

Visiting Instructor
B.S. Trinity College
M.S. University of Miami
Ph.D. University of Miami

SUZANNE FERRISS

Associate Professor, Liberal Arts
B.A. Nova University
M.A. University of Miami
Ph.D. University of Miami

JOCELYN FIELD

Enrollment Coordinator
A.A. Broward Community College
B.S. Nova University

MELBA FLETCHER

Assistant Professor, Education and Behavioral Sciences
B.S. University of New Mexico
M.S. Troy State University
Ed.D. University of Alabama

EULA FRANKLIN-JACKSON

Student Adviser
B.A. Kean College

ELIZABETH FRAZIER

Student Adviser
B.S.B.A. University of Missouri
M.B.A. Nova University

GEORGE GABB

Assistant Director of Undergraduate and Masters Program
School of Computer and Information Sciences
B.S. Nova University
M.S. Nova University

CAROLYN GEERTZ

Writing/ESL Specialist
Lecturer, Academic Support Center
B.A. University of Florida
M.A. University of Florida

LUCILLE GENDUSO, C.P.A.

Assistant Professor, Business and Administrative Studies
B.A. Florida Atlantic University
M.B.A. Florida Atlantic University

JANE W. GIBSON

Director of Business and Administrative Studies Professor
B.A. Fairleigh Dickinson University
M.S. Nova University
D.B.A. Nova University

ALICIA GIOVINAZZO

Lecturer, Math, Science, and Technology
B.S. University of Miami
M.S. University of Miami

LINDA GORDON

Associate Professor, Liberal Arts
B.A. University of Colorado
M.A. University of Colorado
Ph.D. University of Colorado

DONALD HAGGERTY

Associate Professor, Math, Science, and Technology
B.S. City College of New York
M.S. Florida State University
Ph.D. New York University

LENA ETHELBERGA HALL

Assistant Professor, Education and Behavioral Sciences
B.A. York University
M.A. Teacher's College, Columbia University
M.Ed. Teacher's College, Columbia University
Ph.D. University of Florida

CHARLES W. HANSLEY

Head Baseball Coach/Director of Camps
B.S. American International College
M.Ed. Springfield College

CHARLES HARRINGTON

Faculty Coordinator, Lecturer, Business and Administrative Studies
B.S. Lowell Technological Institute
M.A. Northeastern University

XISHENG (MATTHEW) HE

Assistant Professor, Math, Science, and Technology
B.S. Shanxi Teachers University
M.A. University of South Florida
Ph.D. University of South Florida

HAROLD HENDERSON

Athletic Trainer
B.A. Park College
M.S. University of Colorado

JORGE M. HERRERA

Assistant Director for Faculty Development, Business and Administrative Studies
B.A. Illinois Benedictine College
M.B.A. Illinois Benedictine College

PATRICIA HUTH

Supervisor of Student Teachers
 B.S. Slippery Rock
 University
 M.Ed. University of Miami
 Ed.S. Nova University

MARGARET HUTTO

*Lecturer, School of Computer
 and Information Sciences*
 B.S. Columbia University
 M.A. Teachers College,
 Columbia University
 M.S. Pace University

MICHAEL IVES

Assistant Director of Admissions
 B.A. Brown University

CHRISTINE JACKSON

Associate Professor, Liberal Arts
 B.A. University of New
 Hampshire
 M.A. University of New
 Hampshire
 Ph.D. State University of New
 York at Albany

COREY JOHNSON

Director of Athletics
 B.S. Augustana College

MERRIAM E. JOHNSON

*Faculty Coordinator
 Lecturer, Business and
 Administrative Studies*
 A.A. Pensacola Junior College
 B.S. George Washington
 University
 M.B.A. New Hampshire College
 M.S. Florida Institute of
 Technology

JAVOID KAISER

Director of Research and Evaluation
 M.S. University of Kansas
 Ph.D. University of Kansas

NANA KORSAH

*Associate Professor, Business and
 Administrative Studies*
 B.A. University of Ghana
 M.A. University of Windsor
 Ph.D. University of
 Pennsylvania

KATHLEEN WAITES LAMM

*Coordinator of Women's Studies
 Associate Professor, Liberal Arts*
 B.A. Holy Family College
 M.A. Villanova University
 Ph.D. University of
 Nebraska-Lincoln

MICHELLE LEONARD

*Assistant Professor, Education and
 Behavioral Sciences*
 B.A. University of
 Alabama
 M.A. University of South
 Alabama
 Ed.D. University of
 Alabama

JACQUES LEVIN

*Professor, School of Computer
 and Information Sciences
 Engineer Ecole Polytechnique,
 Paris*
 Ph.D. University of
 Grenoble, France

GAIL LEVINE

*Coordinator of Math,
 Academic Support Center*
 B.A. University of Florida
 M.S. Barry University
 Ed.S. Barry University

STEPHEN LEVITT

Assistant Professor, Liberal Arts
 B.A. York University
 LL.B. Osgoode Hall Law
 School
 LL.M. University of London

JEAN LEWIS

*Associate Director of
 Undergraduate Admissions*
 B.A. Wellesley College
 M.A. Northwestern
 University
 Ed.D. Nova Southeastern
 University

EDWARD LIEBLEIN

*Dean, School of Computer and
 Information Sciences
 Professor*
 B.S. New York University
 M.S. New York University
 Ph.D. University of
 Pennsylvania

LESTER LINDLEY

Associate Professor, Liberal Arts
 B.A. Southern Illinois
 University
 M.A. University of Illinois
 Ph.D. Rice University
 J.D. DePaul University

G. ELAINE LONG

Academic Adviser, Student Advising
 B.A. University of the
 District of Columbia

JOHN MALOUFF

*Associate Professor, Education and
 Behavioral Sciences*
 B.S. University of Southern
 Colorado
 J.D. University of Colorado
 Ph.D. Arizona State University

TERRELL G. MANYAK

*Assistant to the Dean for
 Administrative Information
 Professor, Business
 and Administrative Studies*
 B.S. California State
 University
 M.P.A. Maxwell School of
 Citizenship
 and Public Affairs,
 Syracuse University
 Ph.D. University of California
 at Los Angeles

LARRY MCCARTHY

*Coordinator of Academic Support
 Center, Miami*
 B.S. Boston University
 M.Ed. Bowie State
 University

JULIAN P. MCCREARY

*Dean, Oceanographic Center,
 Professor, Marine Physics*
 B.S. Pomona College
 M.S. Stanford University
 Ph.D. University of
 California at
 San Diego

DAVID McNARON

Assistant Professor, Liberal Arts
 B.A. University of
 Alabama-Birmingham
 M.A. University of Miami
 Ph.D. University of Miami

JUDY MESLER

Learning Disabilities Specialist
 B.S. Westfield State
 College
 M.S. Nova University

CHARLES MESSING

*Associate Professor, Math, Science
 and Technology*
 B.A. Rutgers University
 M.S. University of Miami
 Ph.D. University of Miami

JANICE MEYER

*Assistant Professor, Education and
 Behavioral Sciences*
 B.S. Southern Illinois
 University
 M.A. California
 Polytechnic
 State University
 Ph.D. University of Oregon

RANDI MILETSKY

*Coordinator of Prior Learning
 Assessment*
 B.A. Brooklyn College
 M.B.A. Nova University

DAVID MILLMAN

*Director of the Institute for
 Retired Professionals*
 B.S. New York University
 M.A. New York University

RICHARD MORDI

Assistant Professor, Liberal Arts
 D.V.M. Ibadan University
 M.S. University of Oklahoma
 State
 M.A. Yale University
 M. Phil Yale University
 Ph.D. Yale University

MARY MULDOON

*Lecturer, Math, Science,
 and Technology*
 B.A. State University of New
 York at Oswego
 M.S. Nova University

BERNARD MULVEY

Assistant Professor, Liberal Arts
 B.A. Florida Technological
 University
 M.A. Michigan State
 University
 Ph.D. Michigan State
 University

DONALD NANNEY

*Coordinator of Internship Program
 Education and Behavioral Sciences*
 B.S. Wake Forest University
 M.Ed. University of Florida
 Ed.D. University of Miami

DEBBRA NELLIS

Student Adviser
 B.S. California State
 University
 M.S. California State
 University
 Ed.D. Nova Southeastern
 University

JOANNE NESBITT

University Representative
 A.S. Lynn University
 B.S. Nova University
 M.B.A. Nova University

ORDEAN G. OLSON

*Assistant Professor, Business
 and Administrative Studies*
 B.S. San Diego State
 University
 M.B.A. United States
 International
 University
 D.B.A. United States
 International
 University

ROBERT PARKS

*Instructor, Education and
 Behavioral Sciences*
 B.A. Belmont Abbey
 College
 B.B.A. Florida Atlantic
 University
 M.Ed. Florida Atlantic
 University
 Ed.D. University of Miami

EARL PATTERSON

*Coordinator of Substance
 Abuse Studies*
*Associate Professor,
 Education and Behavioral Sciences*
 B.A. University of South
 Florida
 M.A. University of South
 Florida
 Ed.S. University of Florida
 Ph.D. University of Florida

MADELINE PENNA

*Coordinator of Community Service
 Programs*
 B.A. Montclair State
 College
 M.A. University of Florida

JUDITH A. PERKEL

Student Adviser
 B.A. University of Miami

ALFRED PINKSTON

*Program Coordinator, Education
 and Behavioral Sciences*
 B.S. Florida A & M
 University
 M.A. University of
 Minnesota
 Ph.D. University of Miami

JUAN RAMIREZ

Coordinator of Testing
 B.S. New Hampshire
 College
 M.I.B.A. Nova Southeastern
 University

DAWN RICHARDS WHITE

University Representative
 B.A. University of
 Denver

ZEIDA RODRIGUEZ

Admissions Counselor
 B.S. Nova University
 M.I.B.A. Nova University

RAUL SALAZAR

*Assistant Professor, School of
 Computer and Information Sciences*
 B.S. USB Venezuela
 M.S. Nova University
 Ed.S. Nova University

HEIDI SCHAFFHAUSER

University Representative
 B.S. Fairfield University
 M.B.A. Nova University

CHRISTOPHER SCHEARER

*Coordinator of Legal Assistant
 Studies*
*Assistant Professor, Education and
 Behavioral Sciences*
 B.A. Moravian College
 M.S.W. Marywood College
 J.D. Nova University Law
 School

NICOLA S. SCHUTTE

*Assistant Director of Resident
 Academic Programs*
*Associate Professor, Education and
 Behavioral Sciences*
 B.A. University of
 Maryland
 M.A. Arizona State
 University
 Ph.D. Arizona State
 University

BELAY SEYOUM

*Assistant Professor, Business and
 Administrative Studies*
 LL.B. University of
 Darasalaam, Tanzania
 LL.M. McGill University
 Ph.D. McGill University

THRISHA G. SHIVER

*Assistant Director of Distance
 Academic Programs,
 Associate Professor, Education and
 Behavioral Sciences*
 B.S. Howard University
 M.S. Florida International
 University
 Ph.D. Pennsylvania State
 University

MAHMOOD S. SHIVJI

*Assistant Professor, Math, Science,
 and Technology*
 B.Sc. Simon Fraser
 University
 M.A. University of
 California, Santa Barbara
 Ph.D. University of
 Washington

JUDITH SHULMAN

Admissions Counselor
 B.A. University of
 Rochester
 M.S. Nova University

DAVID S. SIMON*Assistant Professor, Math, Science and Technology*

B.S. Ohio State University
 B.S. John Hopkins University
 Ph.D. John Hopkins University

RANDI L. SIMS*Assistant Professor, Business and Administrative Studies*

A.A. Broward Community College
 B.A. Florida Atlantic University
 M.S. Nova University
 M.B.A. Nova University
 Ph.D. Florida Atlantic University

MARSHA SINAGRA*Coordinator of Language Arts, Academic Support Center, Lecturer*

B.S. State University of New York at New Paltz
 M.S. Nova University

DONALD SMITH*Lecturer, Math, Science, and Technology*

B.S. University of Michigan
 M.S. University of Michigan

VYAN SMITH*Student Adviser*

B.S. Florida Agricultural and Mechanical University
 M.E. Florida Atlantic University

CHUCK SOMMA*Director of Admissions*

B.A. Belmont Abbey College
 M.A. Barry University

CARMEN D. SOSA

B.S. Jersey City State College
 M.A. Jersey City State College

RICHARD SPIELER*Associate Professor, Math, Science, and Technology*

B.A. University of Maryland
 B.S. Arkansas State University
 M.S. Arkansas State University
 Ph.D. Louisiana State University

NEIL STARR*Math Specialist/Lecturer Academic Support Center*

B.S. University of Tampa
 M.S. Florida International University

DENNIS STETTER*Instructor, Education and Behavioral Sciences*

B.S. University of Illinois
 M.S. McGill University

EDWIN STIEVE*Director of Liberal Arts*

Associate Professor, Liberal Arts
 B.A. Valparaiso University
 M.A. Valparaiso University
 Ph.D. Michigan State University

SCOTT F. STODDART*Associate Professor, Liberal Arts*

B.A. University of Maine
 M.A. University of Illinois
 Ph.D. University of Illinois

DANIEL SULLIVAN*Director of Student Affairs*

A.A. Broward Community College
 B.A. University of Florida
 M.S. Nova University

JUNPING SUN*Assistant Professor, School of Computer and Information Sciences*

B.S. Nanjing Institute of Technology
 M.S. Wayne State University
 Ph.D. Wayne State University

AYSAR SUSSAN*Testing Specialist*

B.S. Gannon University
 M.S. Columbia University

RAISA SZABO*Associate Professor, School of Computer and Information Sciences*

B.S.E.E. Technical University of Kiev
 M.S.E.E. Technical University of Kiev
 Ph.D. Technical University of Budapest

STEVEN TERRELL*Assistant Professor, School of Computer and Information Sciences*

B.S. Troy State University
 M.B.A. Nova University
 Ed.D. Florida International University

JO-ANN THOMAS-GORDON*Student Advisor*

B.A. Florida Atlantic University
 M.P.A. Florida Atlantic University

CAROL ANN THOMPSON*Director of Administrative Operations***SCOTT VRABEL***Sports Information Director*

B.S. College of Boca Raton

HOMER W. WALKER*Coordinator for Career Development Advising*

B.S. University of Wisconsin
 M.S. Nova University

KATHLEEN WILLMOTT*Assistant Professor, Education and Behavioral Sciences*

A.A.S. State University of New York
 B.S. State University of New York
 M.Ed. University of North Carolina
 Ph.D. Florida State University

LYNN WOLF*Assistant Professor*

B.A. University of Miami
 M.A. Florida Atlantic University
 Ph.D. University of Miami

MARION WOLFSON*Assistant Director for BPM Operations*

B.A. Barnard College

CHARLES L. ZELDEN*Assistant Professor, Liberal Arts*

B.A. Washington University
 M.A. Washington University
 Ph.D. Rice University

FUZHEN ZHANG*Assistant Professor, Math, Science and Technology*

B.Sc. Shenyang Teacher's College
 M.A. Beijing Normal University
 Ph.D. University of California

ABOUT NOVA SOUTHEASTERN UNIVERSITY

Nova University was chartered by the state of Florida in 1964. Numerous graduate programs offer master's, educational specialist, and doctoral degrees and postgraduate education. The Farquhar Center for Undergraduate Studies offers undergraduate education, and the University School, a demonstration school, serves children from early childhood through high school. In addition, nondegree continuing education and certificate programs are available.

In 1994, Nova University merged with Southeast University of the Health Sciences to become NOVA SOUTHEASTERN UNIVERSITY, adding programs in the health professions (osteopathic medicine, optometry, pharmacy and allied health).

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving the problems of immediate concern to mankind.

The Nova Southeastern University campus is located on a 200-acre site west of Fort Lauderdale, Florida, at 3301 College Avenue in the town of Davie.

Nova Southeastern University Degree Offerings

DOCTORAL AND PROFESSIONAL DEGREES

Doctor of Business Administration in:

- Accounting (D.B.A./Acc.)
- Business Administration (D.B.A.)
- Finance (D.B.A./Fin.)
- Health Services (D.B.A./HS)
- Human Resource Management (D.B.A./HRM)
- Information Systems (D.B.A./IS)
- International Management (D.B.A./IM)
- Marketing (D.B.A./Mkt.)

Doctor of Education (Ed.D.) in:

- Adult Education
- Child and Youth Studies
- Computer and Information Technology
- Computer Education
- Educational Leadership
- Health Care Education
- Higher Education
- Vocational, Technical, Occupational Education

Doctor of International Business Administration (D.I.B.A.) in: International Business Administration

Doctor of Occupational Therapy (Dr.O.T.)

Doctor of Optometry (O.D.)

Doctor of Osteopathy (D.O.)

Doctor of Pharmacy (Pharm. D.)

Doctor of Philosophy (Ph.D.) in:

- Clinical Psychology
- Dispute Resolution
- Family Therapy
- Oceanography

Doctor of Physical Therapy (D.Sc.P.T.)

Doctor of Psychology (Psy.D.) in: Clinical Psychology

Doctor of Public Administration (D.P.A.) in: Public Administration

Doctor of Science (Sc.D.) in:
Computer Information Systems
Computer Science
Computing Technology in Education
Information Science
Information Systems

Juris Doctor (J.D.) in:
Law

SPECIALIST DEGREES

Clinical Specialist (C.S.) in:
Family Systems Health Care
Educational Specialist (Ed.S.) in:
Computer Education
Computer-Based Learning
Education

MASTER'S DEGREES

Master of Accounting (M.AC.) in:
Accounting

Master of Business Administration (M.B.A.) in:
Business Administration

Master of International Business Administration (M.I.B.A.) in:
International Business Administration

Master of Occupational Therapy (M.O.T.)

Master of Public Administration (M.P.A.) in:
Public Administration
Public Administration/Coastal Zone Management
Public Administration/Marine Biology

Master of Physical Therapy (M.P.T.)

Master of Science (M.S.) in:
Child and Youth Care Administration
Child Care Administration
Coastal Zone Management
Computer-Based Learning
Computer Information Systems
Computer Science Education
Dispute Resolution
Education
Elder Care Administration
Family Support Studies
Family Therapy

Master of Science (M.S.) (continued)

Health Services Administration
Human Resource Management
Human Services Administration
Management Information Systems
Marine Biology
Mental Health Counseling
School Guidance and Counseling
Speech-Language Pathology

Master of Medical Education (M.Sc.)

BACHELOR'S DEGREES

Bachelor of Arts (B.A.) in:
Liberal Arts

Bachelor of Science (B.S.) in:
Accounting
Administrative Studies
Applied Professional Studies
Business Administration
Community Psychology
Computer Information Systems
Computer Science
Computer Systems
Elementary Education
Exceptional Education
General Psychology
General Studies
Hospitality Management
Legal Assistant
Legal Studies (prelaw)
Life Sciences (premedical)
Mathematical Sciences
Ocean Studies
Physician Assistant
Professional Management
Secondary Education
Vision Sciences

The provisions set forth in this catalog are not to be regarded as an irrevocable contract between the student and Nova Southeastern University. Regulations and requirements, including tuition and fees, are necessarily subject to change at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon discovery of the fraud, and the student is not entitled to any credit for work that he or she may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova Southeastern University will be considered receivable and will be collected.

A transcript of a student's academic record cannot be released until all of his or her accounts, academic and nonacademic, are paid.

Any Nova Southeastern University student has the right to inspect and review his or her educational record. The policy of the University is not to disclose personally identifiable information contained in a student's educational record without prior written consent from the student, except to University officials, to officials of another school in which the student seeks enrollment, to authorized representatives of federal or state agencies, to accrediting organizations, to parents of dependent students under judicial order, to parties in a health or safety emergency, or when verifying graduation with a particular degree.

A student also has the right to petition Nova Southeastern University to amend or correct any part of his or her educational record that he or she believes to be inaccurate, misleading, or in violation of the privacy or other rights of students. If the University decides it will not amend or correct a student's record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of students.

If these rights are violated, a student may file a complaint with the Department of Education. A student may obtain a copy of the Educational Privacy Act policy by requesting it in writing from the Office of the University Registrar, Nova Southeastern University, Parker Building, 3301 College Avenue, Fort Lauderdale, Florida 33314. A schedule of fees and a listing of types and locations of educational records is contained in this policy.

Nova Southeastern University does not discriminate on the basis of nondisqualifying handicap, sex, age, race, color, religion or creed, or national or ethnic origin in admission, access, or employment for any of its programs and activities. The University registrar and director of human resources have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of applicable laws and regulations relative to nondiscrimination. Nova Southeastern University programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs.

The school is authorized under federal law to enroll nonimmigrant alien students.

The Nova Southeastern University general policies on student relations are on file in the Office of the University Registrar.

Nova Southeastern University programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval For Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans' dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida 33314, telephone (305) 370-5685.

THE CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY

Purpose: This code seeks to promote high standards of academic integrity by setting forth the responsibilities of students as members of the University community. Abiding by the code ensures a climate wherein all members of the University community can exercise their rights of membership.

I. NOVA SOUTHEASTERN UNIVERSITY STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES

Nova Southeastern University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to society. As an institution, its purpose is to assure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- The rights of personal and intellectual freedom, which are fundamental to the idea of a university;
- A scrupulous respect for the equal rights and dignity of others; and
- Dedication to the scholarly and educational purposes of the University and participation in promoting and assuring the academic quality and credibility of the institution.

Students are responsible for obtaining, learning and observing the established University and center policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution as well as those of Broward County and the state of Florida. All members of the community should inform the appropriate official of any violation of conduct regulations.

A. Academic Standards

The University expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

1. **Original Work.** Assignments such as course preparations, exams, texts, projects, term papers, practicum, etc. must be the original work of the student. Original work may include the thoughts and words of another author, but if that is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

2. **Referencing the Works of Another Author.** All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific accepted reference manuals and rules of documentation. Standards

of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another author are used. Students must acquire a style manual approved by their Center and become familiar with accepted scholarly and editorial practice in their Program. Students' work must comport with the adopted citation manual for their particular Center.

At Nova Southeastern University, it is plagiarism to represent another person's work, words or ideas as one's own without use of a center-recognized method of citation. Deviating from Center standards I(A)(1) or I(A)(2) are considered plagiarism at Nova Southeastern University.

3. **Tendering of Information.** All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.
4. **Acts Prohibited.** Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to:
 - a. Plagiarism
 - b. Any form of cheating
 - c. Conspiracy to commit academic dishonesty
 - d. Misrepresentation
 - e. Bribery in an attempt to gain an academic advantage
 - f. Forging or altering documents or credentials
 - g. Knowingly furnishing false information to the institution.
5. **Additional Matters of Ethical Concern.** Where circumstances are such as to place students in positions of power over University personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious manner.

B. Conduct Standards

1. Students should not interfere with the rights, safety or health of members of the University community nor interfere with other students' right to learn. Students are expected to abide by all University, Center, and Program rules and regulations and all local, state, and federal laws. Violations of conduct standards include, but are not limited to:
 - a. Theft
 - b. Vandalism
 - c. Disruptive behavior
 - d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items
 - e. Possession, transfer, sale, or use of illicit drugs
 - f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals
 - g. Violations of housing regulations
 - h. Any act of conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group
 - i. Threats of actual damage to property or physical harm to others
 - j. Nova Southeastern University prohibits any activity that may be construed as hazing. "Hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or

affiliation with any organization operating under the sanction of a university.

- k. Failure to make timely payment of tuition and fees.
2. Students must have authorization from the University to have access to University documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the code of ethics for computer usage. The University and each Center or Program may prescribe additional standards for student conduct as would comport with the letter and spirit of this code.

D. Violations

Any violation(s) of any of the academic standards, conduct standards or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic conduct or supplemental standard violations. Any student found guilty of a violation of the academic, conduct, or supplemental standards will be subject to disciplinary action, including expulsion from the University.

STUDENT CODE OF COMPUTER ETHICS

Nova Southeastern University provides computer systems with access to hardware, software, and networks to enhance academic experience. The University's computer systems are vital to the University's programs of instruction, research and administration. Nova Southeastern University's "computer systems" refer to all computers owned or operated by the University and include hardware, software, data, and communication networks associated with these systems. In particular, "computer systems" refer to systems ranging from multi-user time-sharing systems to single-user terminals and personal computers, whether free-standing or connected to a network.

Ethical conduct by students in the use of this technology is the same as in all other areas of University life and it is of equal importance. All students are expected to abide by the Nova Southeastern University Code of Student Conduct and Academic Responsibility. Students as part of their academic preparation toward specific professional career goals must be aware of and abide by the professional code of ethics associated with that chosen profession. Therefore, student technology users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing systems and resources, including respect of other users' rights to privacy.

The student user must be aware of the legal and moral responsibility for ethical conduct in the use of technology. Student users of Nova Southeastern University's computer systems are subject to all applicable federal, state and international computer laws. A copy of the Florida Computer Crimes Act and referenced Florida State Statutes may be examined on line or in a student's academic program office.

In addition, a student accessing any of Nova Southeastern University computer systems, whether a multi-user time-sharing system or a single-user terminal or personal computer, must:

- Have proper authorization for use or attempted use of accounts within the Nova Southeastern University computer systems
- Limit the use of Nova Southeastern University computer systems to academic activities as defined by the student's academic program office
- Refrain from attempting to tamper with or obstruct the operation of Nova

- Southeastern University's computer systems
- Be aware that accessing or using another person's computer account without that person's permission is illegal and unethical
- Refrain from any attempt to use Nova Southeastern University's computer systems as a means for the unauthorized access to computer systems outside the University's systems
- Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software or data files is illegal and unethical
- Be aware that using Nova Southeastern University's computer systems to act or behave in a rude, obscene or harassing manner will be dealt with by appropriate University policy, procedures and agents
- Use only legally obtained or licensed data or software in accordance with its license or purchase agreement
- Be in compliance with federal copyright laws and the Nova Southeastern University Copyright Code.

As with all matters of law and ethics, ignorance of the rules does not excuse violations. Inappropriate conduct and violations will be dealt with under the guidelines of the Nova Southeastern University Code of Student Conduct and Academic Responsibility as defined and determined by the Office of the Academic Vice-President and the Office of the Dean of a student's academic program.

NOVA SOUTHEASTERN UNIVERSITY DRUG-FREE POLICY STATEMENT

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R., part 86), Nova Southeastern University has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs* and the abuse of alcohol are prohibited in and on Nova Southeastern University owned or controlled property and as a part of any of its activities. No Nova Southeastern University employee or student is to report to work or school while under the influence of illicit drugs or alcohol.

There are serious health risks associated with the abuse of drugs and alcohol. If you, a fellow student, teacher, or co-worker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

On Campus:

Nova Southeastern University Student Counseling Service
Mailman Building
(305) 475-7552

Nova Southeastern University Community Mental Health
Davie (305) 475-7070
Lauderhill (305) 486-3663
Coral Springs (305) 753-7020

Community:

Florida Department of Education
Educational Prevention Center
Knott Building
Tallahassee, FL 32399
(904) 488-6304

Department of Health and Rehabilitative Services
Alcohol and Drug Abuse Program
1317 Winewood Boulevard
Tallahassee, FL 32399
(904) 488-0900

When you use or deal in drugs, you also risk incarceration and/or fines. In addition to federal sanctions, Florida state statutes provide sanctions in regard to the use, possession and/or sale of illicit drugs and the abuse of alcohol. Punishment varies dependent upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for a misdemeanor ranges from less than 60 days to one year imprisonment.

Under §893.13, Florida Statutes: It is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver a controlled substance. Violation of this statute is a felony, and is punishable under Chapter 775 of the Florida Statutes.

Under §893.13(1) (a), Florida Statutes: It is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

* The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician.

Under §316.193, Florida Statutes: A person is guilty of driving under the influence if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .10 percent or higher. First conviction on such a DUI charge shall result in a fine of not less than \$250 or more than \$500 and imprisonment not more than six months. Second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months imprisonment. Third conviction will result in not less than a \$1,000 fine or more than a \$2,500 fine and imprisonment for not more than 12 months.

Nova Southeastern University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction. In order to comply with federal law, Nova Southeastern University must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the work place. Any criminal drug convictions in the work place must be reported by the employee to his or her University supervisor or department head within five (5) days of the date of such conviction. The University will discipline any employee who is so convicted or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.

All Nova Southeastern University faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All Nova Southeastern University students will, as a condition of their enrollment, abide by the terms of this policy.

students will, as a condition of their enrollment, agree by the terms of this policy.

Controlled Substances – Uses & Effects

[illegible]

Federal Trafficking Penalties

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg ¹ or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4,999 gm mixture	COCAINE	5 kg or more mixture		
II	If death or serious injury, not less than life. Not more than life.	If death or serious injury, not less than 20 years. Not more than life.	5-49 gm mixture	COCAINE BASE	50 gm or more mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life. Not more than life.
			10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture		
			1-10 gm mixture	LSD	10 gm or more mixture		
III	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	40-399 gm mixture	FENTANYL	400 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
			10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture		

Drug	Quantity	First Offense	Second Offense
Others ²	Any	Not more than 20 years, if death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years, if death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
II	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.

¹ Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

² Does not include marijuana, hashish, or hash oil.

Federal Trafficking Penalties - Marijuana

Quantity	Description	First Offense	Second Offense
1,000 kg or more, or 1,000 or more plants	Marijuana Mixture containing detectable quantity	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg, or 100-999 plants	Marijuana Mixture containing detectable quantity	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana		
Less than 50 kg	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

SMOKING AND NONSMOKING

Smoking is prohibited in any Nova Southeastern University facility where, regardless of physical separation, nonsmokers share a ventilation system with smokers.

This policy does not apply to living quarters (dormitories) which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

ALCOHOL AND OTHER DRUGS

Nova Southeastern University, as an institution of higher education, is dedicated to the well-being of all members of the University community - students, faculty, staff, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and federal laws.

1. While on campus or engaged in any University related activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action including the possibility of dismissal.
2. Employees will be evaluated only on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.
3. Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community, who has a substance abuse problem, lead a productive work and/or academic life free of the substance abuse.
4. Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

SUBSTANCE ABUSE AWARENESS, EDUCATION, AND PREVENTION

Nova Southeastern University's activities in substance abuse awareness, education, and prevention exist to encourage members of the University community to avoid the use of illicit drugs, to use alcohol and other licit drugs in a responsible manner, and to avert the need for direct intervention. The specific goals of the program are the following:

- To educate all members of the community that the use and possession of certain substances are illegal and may result in adverse consequences
- To inform members of the University community concerning the physical and psychological effects of alcohol and other drugs and to develop an awareness of potential problems that can result from the use of these substances
- To support those who choose not to drink alcohol or to use other drugs
- To teach those who choose to drink alcohol to do so responsibly
- To help those who abuse alcohol or other drugs.

In order to achieve these goals, the University operates and/or engages in the following programs and activities:

1. **Alcohol and Drug Resource Center.** The Resource Center is directed by an existing staff member. Additional staff consists of student employees, practicum students, and/or student volunteers. The center has the primary responsibility for the University's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the Resource Center staff to disseminate information within their centers.
2. **Advisory Committee.** There is a group of administrators, faculty, and student leaders who are appointed by the vice president for academic affairs to serve as advisers and resource persons. The committee is chaired by the director of the Alcohol and Drug Resource Center. The group meets monthly to discuss and develop program plans and activities.
3. **Alcohol and Drug Awareness Activities.** Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all students, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.
4. **Student Organizations.** The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).
5. **Alcohol and Drug Workshops.** Workshops are provided for student leaders and for employees as part of the University's staff development program. These workshops provide the opportunity for the participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties which involve drinking.
6. **Academic Courses.** Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several academic centers have established elective courses in substance abuse and/or recommend students to take such courses in other centers. Assistance is available to the academic centers from the Alcohol and Drug Abuse Resource Center to ensure the substance abuse content of courses are consistent with University's policies.
7. **Orientation.** Academic centers include information on drugs and alcohol in the orientation sessions and materials for new students. The orientation provides a general orientation to the problems of substance abuse and includes a statement of the University's policy on drugs and alcohol. The information is presented in a positive manner. The Resource Center works with the academic centers to prepare the materials presented.

COMMUNICABLE DISEASES POLICY GUIDELINES

It is the intent of the University to protect students and employees from exposure to communicable diseases which pose reasonable risk of harm to members of the University community. It is also the intent of the University to protect the rights of those infected with a communicable disease pursuant to the sick leave policy of the University. Employees and students of the University who do become infected with a communicable disease are subject to the guidelines listed below.

All employees diagnosed with any communicable disease will receive the same benefits and privileges extended to any employee under the sick leave policy, and shall be afforded confidentiality for all related issues.

The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

GUIDELINES

1. For the purpose of this policy, the term "employee" shall include all persons employed by the University, either full-time or part-time, including adjuncts and off-site coordinators, but shall not include the following persons:
 - a. Members of the Board of Trustees
 - b. Guest lecturers
 - c. VendorsThe term "student" shall include all persons enrolled at the University, either part-time or full-time, from preschool through graduate studies. The term "infected person" shall include students and employees who have been medically diagnosed as infected with a communicable disease. In the event that any employee, administrator, or student has a concern about the potential for the spread of a communicable disease within the University community, those concerns should be brought to the assistant director of human resources for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the University community by an infected person, the assistant director of human resources will, after notification of the issues presented to the University president, contact the Broward Health Department for recommendations of appropriate action consistent with state law. The University will make available to its employees and students information about the transmissibility of communicable diseases and precautions which can be taken to prevent the spread of various communicable diseases.
2. An infected person can continue to work and study so long as he or she is able to continue to perform his or her regular responsibilities satisfactorily, and so long as the best available medical evidence indicates that his or her continual status does not present a health or safety threat to themselves or others. Infected employees with diseases which threaten the safety of others are eligible for the same leave of absence provisions of current University policy for sick or annual leave.
3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating their current medical status. An employee shall submit the physician's statement to the director of human resources or a delegated representative. Students shall submit their statement to their program dean.
4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.
5. No infected person (employee or student) may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A

decision to dismiss or discharge will only be made after reasonable accommodation has been attempted and an examination of facts demonstrate that the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.

6. Disciplinary measures are available to the University when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others. Student disciplinary measures shall range from counseling to expulsion.
7. As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

POLICY ON SEXUAL HARASSMENT

It is the intent of the University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with Equal Employment Opportunity Commission-promulgated guidelines, unwelcome sexual advances, unwanted request for favors of a sexual nature, and any other verbal or physical conduct of a sexual nature are considered sexual harassment if:

- (a) Explicit or implicit submission to sexual overtures is made a term or condition of employment
 - (b) Employment decisions are made on the basis of whether submission to or rejection of sexual overtures occurred
 - (c) An individual's work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.
- A. At Nova Southeastern University, sexual harassment of or by employees includes:
1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
 2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.
 3. Verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy; telling jokes that are clearly unwanted and considered offensive by others; or other tasteless sexually-oriented comments or innuendoes or actions that offend others.
 4. Engaging in any type of sexually-oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
 5. Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts or attentions.

Nova Southeastern University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, noncoercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Human Resources Department and should be reported promptly to the director of human resources.

B. At Nova Southeastern University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. Submission to or rejection of such conduct affects academic decisions
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment
4. Unwelcome patting, pinching, or touching
5. Offensive or demeaning sexual remarks, jokes or gestures.

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create the appearance of impropriety and favoritism which can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

REFUND POLICY

Students have three working days from the date of signing an enrollment contract or financial agreement with the University to cancel the contract and receive a full refund of any tuition and registration fees paid. Further a student shall receive a full refund of tuition and registration fees paid by the student prior to the commencement of instruction if the student submits a written request to the institution within three working days of the payment. Refund schedules for tuition and fees after the commencement of instruction may be found in the appropriate center or program catalog.

PRIVACY OF RECORDS

Nova Southeastern University maintains a system of records that includes application forms, letters of recommendation, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the registrar's office. However, the registrar will not release transcripts of students' academic records until all their accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: (a) student's name; (b) dates of attendance; (c) degree and awards received. Requests for such information must be submitted in writing to the registrar. The University reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing prior to September of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova Southeastern University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.

Parents or eligible students will be provided a hearing by the University if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

The Nova Southeastern University general policies on student relations are on file in the Office of the University Registrar.

RESERVATION OF POWER

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, regulations, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition or deletion shall not be considered a violation of the relationship between the University and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

INDEX

Academic Information	
Career Development	75
Professional and Liberal Studies	32
Academic Probation	35, 78
Academic Rights and Responsibilities	185
Academic Standards	185
Academic Support Centers	7
Acceptance	
Career Development	72
Professional and Liberal Studies	28
Accounting	
Career Development	83
Professional and Liberal Studies	44
Accreditation	9
Activities	24
Administrative Studies	
Career Development	83
Professional and Liberal Studies	43
Admission	
Career Development	72
Professional and Liberal Studies	27
Applied Professional Studies	
Career Development	107
Athletics	25
Banking and Finance Specialty	85
Books	7, 79
BPM	88
Accounting Specialty Curriculum	91
Banking and Finance Specialty Curriculum	92
Business Specialty Curriculum	92
Computer Applications Specialty Curriculum	93
Customer Service Specialty Curriculum	94
Criminal Justice Specialty Curriculum	93
Health Care Services Specialty Curriculum	94
Hospitality Management Curriculum	88
Legal Assistance Specialty Curriculum	95
Public Administration Specialty Curriculum	95
BPM Core Requirements	91
Business & Administrative Studies	
Professional and Liberal Studies	42

Business and Administrative Studies	
Career Development	80
Professional and Liberal Studies	42
Chappie James Scholarship Program	16
CLAST	20
Clubs	24
Code of Student Conduct	185
College Workstudy	16
Combined Majors	29, 73
Commencement	23
Computer and Information Sciences	
Career Development	96
Professional and Liberal Studies	46
Computer and Information Sciences	
Career Development	96
Professional and Liberal Studies	46
Computer Specialty	85
Computing Facilities	7
Conduct Standards	185
Cooperative Education	8
Cost	10
Course Descriptions	
Accounting	118
Advanced Physical Sciences	158
ARTS	119
Business	120
Computer Applications	122
Communications	122
Computer Science	123
Cooperative Education	127
CORE Studies	127
Criminal Justice	128
Economics	128
Education	129
Elementary Education	131
Exceptional Education	132
Finance	135
Geography	135
History	136
Humanities	137
Language and Composition	138
Latin American and Caribbean Studies	140

Legal Assistant Studies	140
Legal Studies	142
Life Sciences	144
Literature	146
Management	148
Marketing	151
Mathematics	152
Oceanography	155
Personal Growth and Development	155
Physical Sciences	156
Politics and Public Affairs	159
Psychology	159
Reading	164
Secondary Education	164
Service Learning	165
Sociology	165
Telecommunications	166
Women's Studies	167
Dean's List	
Professional and Liberal Studies	34
Deferred Payments	11
Donor Scholarships	17
Drug-Free Schools Policy	189
Dual Admission Programs	29
Education Internship	51, 100
Elementary Education	
Career Development	99
Professional and Liberal Studies	50
Exceptional Student Education	50, 99
Federal Pell Grant	15
Federal Perkins Loan	15
Federal Stafford Guaranteed Student Loan	15
Federal Supplemental Educational Opportunity Grant	15
Federal Supplemental Loans for Students/Loans for Parents	15
Federal Unsubsidized Stafford Loan	15
Federal Workstudy	16
Fees	10
Finances and Student Aid	10
Financial Aid	14
Academic Requirements	20
Eligibility	19
Notification of Awards	20
Florida College Career Work Experience Program	16

Florida Student Assistance Grant	16
Florida Teacher Scholarship/Loan	16
Forgivable Loan Program	16
FSAG	16
FSEOG	15
FSL	15
FSLS/FPLUS	15
FUSL	15
General Education	36
Graduation Requirements	22
Graduation with Honors	23
Grievance Procedures	23
Honor Awards	17
Housing	7
Human Resource Management Specialty	86
Incomplete	
Career Development	77
Professional and Liberal Studies	34
Independent Studies	35, 79
Institute for Retired Professionals	5
Intercollegiate Athletics	25
International Business Specialty	86
International Students	22, 28
Interruption of Studies	14
IRP	5
IRP Endowed Scholarship Fund	18
Knight Tuition Payment Plans	19
Laboratory Facilities	7
Legal Assistant Studies Specialty	110
Legal Studies	
Career Development	112
Professional and Liberal Studies	59
Legal Studies Specialty	63, 115
Liberal Arts	
Professional and Liberal Studies	59
Libraries	6
Life Science	
Professional and Liberal Studies	66
Loans	15
Management Specialty	87
Marketing Specialty	87
Math Science and Technology	
Professional and Liberal Studies	65

Meal Plans	8
Mission	
Nova Southeastern University	2
Most Promising Teacher Scholarship Program	16
Nova Southeastern Honor Awards	17
Nova Southeastern Scholars (Professional and Liberal Studies)	18
Nova Southeastern University Mission	2
Nova Southeastern University Degree Offerings	181
Nova Southeastern University Doctoral Degree Programs	181
Nova Southeastern University Master's Degrees	181
Nova Southeastern University Professional Degree Programs	178
Organizations	24
Original Work	185
Payment Policy	19
Pell Grant	15
Placement Testing	32, 75
Plagiarism	185
Portfolio Credits	74
Privacy of Records	194
Probation	35, 78
Professional and Liberal Studies	26
Accounting Curriculum	44
Administrative Studies Curriculum	45
Admission	27
Business Administration Curriculum	42
Computer Information Systems Curriculum	49
Computer Science Curriculum	48
Elementary Education Curriculum	53
Exceptional Education Curriculum	54
General Education	37
Legal Studies Curriculum	60
Liberal Arts Curriculum	61
Life Science Curriculum	66
Mathematical Sciences	68
Psychology Curriculum	57
Registration	10
Required Distributions	39
Secondary Education Curriculum	55
Professional and Liberal Studies Programs of Study	37
Progress/Grade Reports	33, 77
Psychology	
Career Development	99

Professional and Liberal Studies	50
Quality Point Averages	33, 76
Recency Requirements	
Transfer Student	32, 75
Records	
Privacy of	197
Reference the Works of Another Author	185
Refund Policy	197
Refund Policy for Students in the Paralegal/Legal Assistant Program . .	13
Refunds	12
Registration	12
Change of	12
Renewal of Awards	18
Repeated Courses	33, 77
Resources	6
Returning After Absence	14
Satisfactory Academic Progress	35, 77
Scholarships	17
Science and the Business Environment	65
Science and the Law	65
Second Bachelor's Degree	30, 73
Secondary Education	
Career Development	99
Professional and Liberal Studies	50
Seminole/Miccosukee Indian Scholarships	16
Special Student	
Career Development	72
Professional and Liberal Studies	29
Specialty	
Banking and Finance	85
Computer	85
Exceptional Education	56, 104
Human Resource Management	86
International Business	86
Latin American and Caribbean Studies	63, 113
Legal Assistant Studies	108
Legal Studies	63, 115
Marketing	87
Substance Abuse Studies	111
Women's Studies	117
Sports	25
Student Code of Computer Ethics	187
Student Life	25

Student Loans	15
Students with Disabilities	8
Substance Abuse Studies Specialty	111
Suspension	36, 79
Disciplinary	186
Testing Credits	31, 74
Textbooks	7, 79
Transfer Credits	30, 72
Transfer Student Recency Requirements	31, 75
Transferability of Credits	33, 76
Tuition	10
Tutorials	35, 79
Undergraduate Degree	22
VA Students	
Standards of Progress	33, 77
Veterans Benefits	22
Violations of Standards	187
Withdrawal	12
Women's Studies Specialty	117

NOVA
SOUTHEASTERN
U N I V E R S I T Y

THE JAMES M. FARQUHAR CENTER
3301 College Avenue
Fort Lauderdale, Florida 33314